

# **CHRISTIAN FELLOWSHIP SCHOOL**

## **POLICY MANUAL**

**Revised July 6, 2010**

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## Revision History

Revision Date	Revision Description
9/16/02	Board rules (1.2E.9.b) defining a quorum changed from 4 to 5. The non-voting faculty position (1.2E.1.i) was established on the Board. The Admissions Committee (1.2 ,I), Financial Aid Committee (1.2,J), and Public Relations Committee (1.2,K) were established. The 12 <sup>th</sup> grade free policy was adopted (eliminated 7/6/10).
9/16/02	The Board adopted a cell phone use policy (9.2,F) for students.
10/10/02	The honors diploma policy (7.1,J.,3) was revised and expelled student readmission policy (9.1,G) revised.
11/12/02	The Board adopts the tardy policy (9.2,D) for students.
4/17/03	The policy for parent's request to meet with the Board adopted (1.2,E.,11).
6/2/03	The pastor discount policy revised to include organizations of churches (2.4,B).
7/14/03	A bus driver tuition discount policy was adopted (eliminated on 7/6/10).
11/17/03	The dress code (9.2,E) was revised to make it more objective and easier to enforce.
3/16/04	A violence threat policy (9.2H) was adopted by the Board.
6/17/04	Students desiring to take post-secondary courses policy (7.1 ,L) was adopted by the Board.
8/17/04	The athletic supervision policy (7.2,B.,2) was amended to require more than one coach/adult present at practices and other requirements to protect coaches and athletes.
1/13/05	The policy governing the use of student aides (6.1,K) was amended.
1/13/05	A new policy requiring the segregation of health and PE classes was adopted (7.1,I).
2/22/05	The staff professional code of conduct and standards (5.2,E.,3) was amended concerning staff communication with student aides.
3/28/05	Procedural items were removed from sections 1, 2, and 3 of the policy manual. Required qualifications of other school employees (1.2,H.,3) were added to job descriptions. The requirement that the annual school budget be approved by the School Board was added (2.1,B) and language giving the Board the responsibility to set the annual school tuition and fees was added (2.4,A).
6/30/05	The Board added the provision to the staff loyalty policy (5.2,F.,2) requiring children of CFS staff to attend Christian Fellowship School.
7/18/05	The policy (1.2,E.,9.,b) defining the number of votes required to pass a motion during a Board meeting was revised to account for those abstaining.
7/18/05	The Athletics Committee (1.2,L) was established by the Board to assist the Athletic Director with coaching decisions, etc.
9/15/05	The Board adopted a policy for home-schooled children to allow participation on CFS athletic teams (7.2,C).
2/13/06	The school dress code (9.2,E) was totally rewritten based on the recommendations of the Board-sponsored sub-committee established to review the dress code.
4/25/06	Minor wording changes were made to the dress code. The "layered look" was removed and "open-toed" was added to the description of forbidden sandals (9.2,E).
5/11/06	Procedural items were removed from sections 4 through 9 of the policy manual.
5/11/06	The school absentee policy (9.2,C) was totally rewritten to bring it in line with Kentucky law.
8/29/06	The role of the Board in the hiring/firing of school employees (1.2,E) was changed. The Board is now only responsible for the school administrator. This change was necessary for SACS accreditation.
11/30/06	The financial aid policy (2.2,B) was revised to comply with Bylaw 10 of the KHSAA.

## Revision History

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11/30/06	The Board amended the policy (7.2,C) allowing home-schooled children to participate on CFS athletic teams.
3/29/07	The dress code (9.2,E) received minor revisions including color of pants that can be worn and also on the wearing turtleneck sweaters
4/18/07	The fundraising requirement (2.4,D) of each student was clarified.
7/19/07	The school grading scale was revised (7.1,F).
9/19/07	Elementary home-school class participation policy was amended (7.1,N)
10/25/07	The attendance policy (9.2,C) was revised to match state laws concerning record requirements.
1/20/08	The dress code (9.2,E) was revised to allow zippered sweaters.
11/10/09	Board policy governing eligibility of Board members (1.2,E.,1.,f)) was adjusted to allow school employees, but not school faculty, to be eligible to hold voting positions on the Board. A requirement (1.2,E.,9.,e)) for Board members to abstain from voting when a conflict of interest exists was also added. The relationships of the school principal (1.2,E.,10.,c) and other school employees (1.2,E.,10.,d)1.2E.10.d) were revised.
2/22/10	Board adopted new policy (3.1,B) governing the upkeep up this policy manual.
5/24/10	The dress code was revised removing any reference to shoes (9.2,E.,2) and (9.2,E.,3).
7/6/10	Due to KHSAA issues, the bus driver, recruitment, and 13 <sup>th</sup> year tuition discounts (2.4) were discontinued. The Pastor's (2.4,B) and Missionaries (2.4,C) discounts were modified to comply with bylaw 10 of the KHSAA.



# Section 1 - Foundation Documents/Administration

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## 1.1 FOUNDATION DOCUMENTS

### A. Name

The name of this school shall be Christian Fellowship School.

### B. Parent Corporation

Christian Fellowship School shall be one department of the parent corporation, The Christian Fellowship Church, Inc., of Benton, Kentucky. Christian Fellowship Church is a non-denominational full-gospel church.

Since the school is an integral part of the total ministry of Christian Fellowship Church, it will emphasize the fundamental teachings of the Bible and will not be supplemented by any denominational teaching. The school does, however, recognize its responsibility to evangelism and does actively promote and challenge students to a consistent born-again Christian commitment and service. Both members and non-members of Christian Fellowship Church are welcome to attend.

### C. Purpose

The purpose of Christian Fellowship School shall be to give parents an opportunity to provide their children with a quality, Bible-based education in a Christ-centered environment. The school's mission is to aid parents in fulfilling their responsibilities to raise their children in the nurture and admonition of the Lord by instilling in each student a desire to know and serve God, enabling the student to know God's will for his/her life, and equipping the student with the skills necessary to do God's will, becoming a Christian leader and model in all areas of life.

### D. Statement of Faith

The following truths are held in common agreement by the administration and staff of Christian Fellowship Church:

1. We believe the Bible is the inspired, infallible, authoritative Word of God; a revelation from God to men; the rule of faith and conduct; superior but not contrary to conscience and reason.
2. We believe that there is one God, eternally co-existent in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### E. Philosophy of Christian Education

Christian Fellowship School exists to assist parents in fulfilling their divine responsibilities to give their children a quality, Christ-centered education (Prov. 22:6; Eph. 6:4). As a distinctly Christian institution of learning, Christian Fellowship School approaches education from a theistic rather than a humanistic standpoint. In a day of vacillation and conflict between opposing values and ideals, we unreservedly acknowledge the ultimate authority of God as He reveals Himself through the inerrant Holy Scriptures (Heb. 1:1-2) and the coordinate work of the Holy Spirit in the believer (1 Cor. 2:12-13). Our educational philosophy, therefore, is based on a God-centered view of truth and man as presented in the Bible.

## Section 1 - Foundation Documents/Administration

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Since truth is absolute and has been revealed by God unto man through His Word (John 17:17), that truth, as revealed, takes priority over man's reason. Christ is the source of all truth (John 14:6); therefore, truth cannot be fully learned apart from the Word of God and Jesus Christ (Col. 1:17). Every subject, whether scientific, historical, mathematical, literary, or artistic, must be taught from a Biblical perspective and with the consciousness that Jesus Christ is central to all living and learning.

Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him (Rev. 4:11). This is especially true of man, who was made in the image of God, different in kind from all other creation (Gen. 1:26), with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, he cannot, in this condition, know or honor God in his life (Rom. 3:23). He can do so only by being born again through receiving Christ as Savior and Lord (John 3:3; Rom. 10:9-10) and thus being enabled to do God's will, which is the ultimate purpose of life (Heb. 13:20-21).

Since the answer to all contemporary problems of man can be found in and through Jesus Christ, the entire process of education is viewed as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in the student, and to train him in godly living so that he can fulfill God's total purpose for his life personally and vocationally (2 Pet. 1:20-21; 2 Tim. 3:16-17). Truth and character as revealed in the Bible are the cornerstones for this process, Biblical principles becoming the basis by which all experience and convictions are judged (1 John 3:4). The student must be developed as a whole person, spiritually, mentally, physically, and socially (1 Thess. 5:23). He must be educated as an individual endowed by God with unique personality traits and abilities. There must, therefore, be a positive and sustained correlation between the educational process and the student's developmental progress (Luke 2:40, 52; 1 Cor. 13:11). There must be positive interaction between the student and his teachers and parents who themselves are born-again and share this philosophy of life, thus providing the student with sound role models he can look unto as a pattern (Luke 6:40).

The authority for such education comes both from God's command that children be taught to love God and place Him first in their lives and from the fact that parents are ultimately responsible for the total education and training of their children (Deut. 6:5-7). At the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

### **F. Mission Statement**

The mission of Christian Fellowship School is to equip a generation to impact the world.

### **G. Motto**

“Setting a Standard of Excellence”

### **H. Goals and Objectives**

Christian Fellowship School exists to serve the Christian home. The school assists parents in the task of raising their children in the training and instruction of the Lord by offering a quality education that is Bible-based, Christ-centered, Holy Spirit controlled, individually applied, and society related. Christian Fellowship School is non-denominational in its approach and seeks to provide these opportunities for all evangelical families by emphasizing unity in diversity in the Christian life and experience without compromise to the principles of the Word of God.

Christian Fellowship School believes that a total education necessarily involves development of the student as a whole person. The educational objectives are divided and grouped into four distinct yet interrelated categories which will guide the student into becoming a fully-mature, well-rounded individual. These objectives address the areas of Spiritual and Moral Growth, Academic Achievement, Physical and Personal Development, and Social Responsibility.

# Section 1 - Foundation Documents/Administration

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## For the Spiritual and Moral Growth of the students, the objectives are:

- To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it;
- To teach the basic doctrines of the Bible;
- To lead the pupil to a decision of confessing Christ as Savior and Lord;
- To develop a desire to know and obey the will of God as it is revealed in the Scriptures;
- To equip the student to carry out the will of God and to grow continually in the fruit of the Spirit as evidenced by changed attitudes and behavior;
- To develop the mind of Christ toward godliness and sin, teaching the student how to overcome sin;
- To encourage regular attendance and involvement in a local church;
- To impart an understanding of each Christian's place in the body of Christ and its worldwide task of witness, evangelism, and discipling, thus stimulating the student's involvement in this task;
- To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority; and
- To help the student develop for himself a Christian world-view by integrating the Bible into all aspects of life and studies.

## For the Academic Achievement of the students, the objectives are:

- To promote high standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential;
- To help each student gain a thorough comprehension and command of the fundamental processes used in communication and dealing with others, such as reading, writing, speaking, listening, and mathematics;
- To teach and encourage the use of good study habits;
- To teach the student how to do independent study in areas of personal interest;
- To develop creative and critical thinking skills and the proper use of Biblical criteria for evaluation;
- To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority;
- To discuss current affairs in all fields and relate them to God's plan for man;
- To produce an understanding and appreciation for God's world and an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly; and
- To engender an appreciation of the fine arts by development of the student's understanding and personal expression.

## For the Physical and Personal Development of the students, the objectives are:

- To help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual and on the fullest possible development of his own capabilities;
- To teach the student to respond appropriately to disappointments and how to use them as opportunities for growth;
- To promote an understanding of time as a God-given commodity and the individual responsibility for effective use of time;
- To impart Biblical attitudes toward material possessions and to encourage individual responsibility of using them for God's glory;
- To promote good habits of health and hygiene and a desire to use good manners daily;
- To impart an appreciation for, and wise use of, the body as the temple of the Holy Spirit;
- To develop physical fitness through involvement in a physical education program designed to aid the student to reach his maximum physical potential; and
- To develop within the student a desire, and the knowledge necessary, to maintain physical fitness throughout his life.

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## Section 1 - Foundation Documents/Administration

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For the Social Responsibility of the students, the objectives are:

- To teach the student to treat everyone with love and respect;
- To make the student become a contributing member of society, realizing dependence on others and its dependence on him, and the need to serve it;
- To provide the student with the determination and skills necessary to become a Christian leader and to assume appropriate civic and political responsibilities as a Christian in a basically secular society;
- To provide the student with a Christian world-view and enable him to make Biblically-based, God-honoring responses to important societal issues such as abortion, entertainment, situation ethics, education, etc;
- To show a realistic and Biblical view of life and work, and to provide skills for personal relationships and future endeavors; and
- To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring, Christ-centered homes.

### 1.2 ADMINISTRATION

#### A. Accreditation

“Accredit” comes from the same root word as “credible” (to believe or trust). Accreditation, properly understood, is a concept fully supported by Scripture.

*“Men of Israel, listen to this: Jesus of Nazareth was a man accredited by God to you by miracles, wonders, and signs . . .” Acts 2:22 (NIV)*

Accreditation, therefore, acknowledges an institution’s credibility – believability. The process of accreditation ascertains and acknowledges the institution’s credibility by providing external witnesses of its credibility. The process of accreditation by external witnesses is accomplished based on the concept of voluntary peer recognition – the principle that schools sharing common purposes and distinctives are better able to assist one another in achieving educational excellence and responsiveness to the community. The concept of external witnesses has always been a Biblical principle for credibility. Jesus said:

*“If I bear witness of myself, my witness is not true.” John 5:31*

Jesus then set forth in the Book of John His list of witnesses which included John the Baptist, Moses, His disciples, God the Father, the Scriptures, the Holy Spirit and His works. These all bore witness to Jesus’ credibility that He was (and is) all that He said He was – the Christ, the Son of the living God. The International Christian Accrediting Association (ICAA) process is founded on these principles, it has several steps, which provide for a first-hand witness and validation of the institution’s credibility, and adheres to the Biblical principle that *“in the mouth of two or three witnesses shall every word be established.”* (2 Corinthians 13:16)

Though accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university, as one way of assuring that we offer an educational program of quality and excellence, Christian Fellowship School has voluntarily entered the accreditation process offered for Christian schools by the ICAA. This process involves, in part, meeting minimum standards in every area of the school's program and verifying that the school is effectively accomplishing its missions of Christian education through documentation of standards, checking student standardized test scores, and a thorough review and evaluation by the qualified external evaluation team. Christian Fellowship School has completed this process and is accredited by the ICAA.

Our accreditation through ICAA is fully recognized by the Department of Education in the state of Kentucky and the National Council for Private School Accreditation. In addition, Christian Fellowship School has begun the accreditation protocol with the Commission on International and Trans-Regional Accreditation (CITA) to obtain dual accreditation with the Southern Association of Colleges and Schools (SACS).

# Section 1 - Foundation Documents/Administration

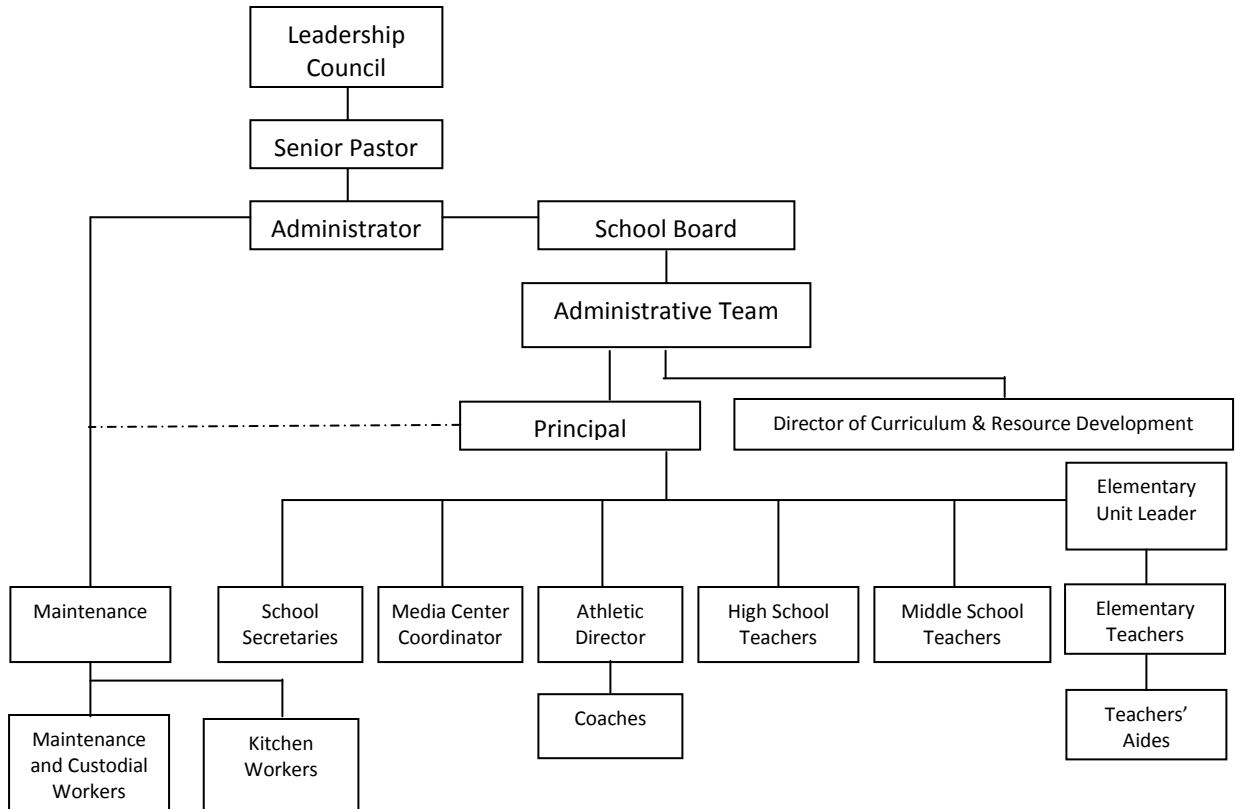
## B. Membership in Organizations

Christian Fellowship is a member of Oral Roberts University Educational Fellowship and of the Association of Christian Schools, International.

## C. Governance/Relationship to Christian Fellowship Church

As one department of the parent corporation, Christian Fellowship Church, Inc., the governance of Christian Fellowship School shall be subordinate to the leadership of Christian Fellowship Church and shall, in its mission, philosophy, policies and procedures, and operations fully support the vision and direction of Christian Fellowship Church.

## D. Organizational Chart



## E. School Board

The School Board is responsible for setting policy, approving the annual school budget, and providing overall guidance and direction for the school. The School Board is responsible to hire one person - the school administrator - who they shall hold accountable for the overall operation of the school including his/her decisions regarding the employ of all other administrators, faculty, and staff. Though actually a church employee, the administrator shall report directly to the Board on matters related to the school and shall serve as the liaison between the School Board and the church leadership. The Board has the responsibility to review the performance of the administrator at least annually and recommend the renewal or termination of his contract to the Senior Pastor and Leadership Council. Though the administrator is responsible to hire all other staff, he/she should seek counsel and input from the School Board as appropriate prior to finalizing those decisions. The School Board may also serve as a Board of Appeal in decisions regarding employee termination and student discipline. The School Board is also responsible to annually appoint such committees as are needed and appropriate for the effective governance of the school. Such committees include, but are

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not limited to, the Admissions Committee and the Finance Committee. No School Board member has any individual authority, but his/her authority proceeds only when the School Board acts as a whole.

## 1. Composition

- a) The School Board consists of Board members, the school administrator, the school principal, and the faculty representative.
- b) The school administrator, the school principal, and the faculty representative do not vote in School Board meetings.
- c) The School Board consists of seven family positions, which are filled by parents of current Christian Fellowship School students.
- d) Each position has one vote in School Board meetings but may be filled by either one or both parents as long as both parents meet all the School Board member qualifications.
- e) The senior pastor of Christian Fellowship Church shall be an ex-officio member of the School Board.
- f) Current faculty, or immediate family members of current school faculty, are not eligible to serve as voting members on the School Board.
- g) The School Board may also serve as a Board of Appeal in decisions regarding employee termination and student discipline.
- h) The administrator may, at his/her discretion, invite other members of the Administrative Team to attend and participate in School Board meetings in a non-voting capacity.
- i) The faculty shall annually recommend to the School Board a slate of faculty nominees. From this slate of nominees, the School Board shall, by majority vote, choose a faculty representative who will serve on the School Board for the current school year.
- j) The faculty representative shall be a non-voting member of the School Board.

## 2. Terms of Office

Each School Board position is elected for a term of three (3) years. The terms are staggered to insure that the School Board will always have experienced members.

## 3. Member Qualifications

Each School Board member shall meet the following minimum qualifications:

- a) Give evidence of being born again, demonstrating a dynamic and ongoing personal relationship with Jesus Christ;
- b) Conduct a regular private devotional life;
- c) Give evidence of good moral and ethical character;
- d) Give evidence of adequate mental condition and an ability to act with discernment and wisdom;
- e) Be able to maintain appropriate confidentiality and act consistently with discretion; and
- f) Be congenial and able to work and interact with others tactfully and effectively.

## 4. Orientation of Members

- a) Each School Board member, upon initial appointment/election to the School Board, shall attend several hours of orientation conducted by the school administrator or his/her representative(s).
- b) The orientation will cover, but not be limited to, the following topics: the vision and mission of Christian Fellowship Church, the vision and mission of Christian Fellowship School, the relationship of the church to the school, the organizational and governance structure of the church and the school, the history of the church and the school, a Christian philosophy of education, the function and responsibilities of the School Board, the limitations of individual School Board members, and interacting appropriately with parents, student and staff.

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### 5. Selection of Members

- a) Four (4) membership positions on the School Board are appointed by the senior pastor and administrator of Christian Fellowship. These four positions must be filled by parents who are members of Christian Fellowship Church who have at least one (1) child enrolled in the school.
- b) The remaining three (3) membership positions are elected by school parents from a nominating slate of candidates presented by the current School Board.
- c) Appointments are made and/or elections are held each spring for the following school year for those positions on the School Board whose terms are expiring.

### 6. Removal of Members

School Board members may be removed from office by a two-thirds vote of the full School Board or by the senior pastor acting in conjunction with the Christian Fellowship Church Leadership Council in the event of cause. Such cause could be, but is not necessarily limited to:

- a) Departure from the faith,
- b) Moral or ethical misconduct;
- c) Conflict of interest;
- d) Disloyalty to, or promoting divisiveness within, the organization;
- e) Bringing ill repute or public embarrassment to the organization;
- f) Conviction of a crime involving moral turpitude; and/or
- g) Sufficient loss of mental/psychological capacity.

The procedure for removal will be as follows:

If the School Board member is removed by action of the senior pastor and church leadership council, the member will be informed both in person and in writing. Included in the notification will be the reason(s) for the removal.

If the School Board member is removed by action of the entire School Board, a member of the School Board must make a written motion for the removal of the other Board member with said motion stating generally the grounds for the motion for removal. The motion must be seconded. The chairman will then appoint a committee to investigate the matter and report to the School Board at a meeting specially called to consider it. After discussion, the challenged member will be removed from office in the event that two-thirds of the School Board supports the motion for removal.

Any School Board member who ceases to have a child enrolled in Christian Fellowship School automatically loses his position as a School Board member at the time of his/her child's withdrawal.

### 7. Officers

School Board officers shall be chosen annually as the first order of business at the first School Board meeting following the end of the current school year. The school administrator shall chair this portion of the School Board meeting. School Board officers are as follows:

- a) Chairman – The chairman is responsible to chair School Board meetings and communicate School Board decisions to appropriate parties.
- b) Vice-Chairman – The vice-chairman shall serve as the chairman in his/her absence.
- c) Secretary – The secretary shall keep minutes of all School Board meetings. He/she is responsible to notify all School Board members of scheduled School Board meetings and to conduct all other necessary correspondence.

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### 8. Meetings

The first regularly scheduled School Board meeting for the year shall be held within one month after the end of the previous school year. The next regularly scheduled meeting shall be in the month of August, with monthly meetings scheduled thereafter throughout the school year.

Special meetings may be held as necessary and appropriate. Special School Board meetings may be called by the Board Chairman, the school administrator, or by a majority of the School Board members.

As a standard practice, School Board meetings are not open to the school families or public.

The school administrator is responsible to prepare the monthly School Board agenda.

### 9. Decisions

- a) A quorum must be present for the School Board to conduct an official meeting.
- b) A quorum is defined as members from a minimum of five (5) voting positions on the School Board.
- c) As a standard practice, the School Board shall seek to reach a consensus on all decisions or consider tabling issues until such time as a consensus can be reached.
- d) If an issue is such that a decision must be made and/or a vote must be taken, a two-thirds vote is required for passage of a motion.
- e) School Board members must abstain from voting if a conflict of interest exists between the School Board member and the issue under motion.
- f) If a quorum is present and a vote must be taken and one or more members abstain from voting, the required percentage for the passage shall be calculated from the number actually voting.

### 10. Relationships

- a) Senior Pastor and Christian Fellowship Church Leadership Council

The School Board serves in a capacity that is subordinate to the senior pastor and leadership council of Christian Fellowship Church. The senior pastor, acting in conjunction with the leadership council, may provide direct guidance to the School Board as necessary and appropriate. Any School Board decision may be overturned by action of the senior pastor acting in conjunction with the church leadership council.

- b) School Administrator

The school administrator shall serve as a non-voting member of the School Board. He/she must have a cooperative relationship with the School Board and serve as the direct link between the School Board and the senior pastor and church leadership council. He/she is responsible to see that School Board decisions are implemented in the school. Though the administrator is technically a church employee and reports to the senior pastor, the School Board may, through its chairman, make recommendations as needed and appropriate to the senior pastor regarding the administrator's performance and/or renewal or non-renewal of his/her contract.

- c) School Principal

The school principal shall serve as a non-voting member of the School Board. He/she is responsible to implement School Board decisions in the school.

- d) Other School Employees

Other school employees report directly to other school personnel as described in their respective job descriptions.



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### 11. Parent Request to Meet with the School Board

In addition to the appeal of disciplinary action(s) taken by the school with regard to his/her child (addressed in Section 9.1, I. Appeals), a parent may request a meeting with the School Board with regard to changing a specific policy or with regard to a grievance or complaint about a staff member.

Upon receipt of a request from a parent to meet with the School Board, the Board will follow the specified policy and procedure applicable to the specific request. As a matter of general protocol, the School Board, and/or its assigned representatives, will address the requests of individual families instead of meeting with multiple families as a group, even if the issues involved are the same.

#### a) Parent requests to meet with School Board regarding school policy

Any parent who wishes to meet with the School Board regarding a specific policy must submit the request in writing to the School Board Chairman. Upon receipt of the written request by the School Board Chairman, the following procedure shall be followed:

- 1) The School Board Chairman appoints a sub-committee of at least two School Board members from different School Board positions to meet with the respective parent to discuss the issue.
- 2) If the sub-committee is able to resolve the issue, they do so and report back to the School Board at the next meeting.
- 3) If the sub-committee is not able to resolve the issue, they will ask that the issue be added to the agenda of the next School Board meeting at which meeting they will present the concerns of the parent. If the sub-committee feels it advisable that the parent personally address the full School Board on the issue, they will so advise the parent and the School Board Chairman.
- 4) At its next meeting, the School Board will hear the issue (and hear from the parent if appropriate) and bring a resolution to it.
- 5) The parent will be informed of the School Board's decision by a member of the sub-committee.
- 6) The decision of the School Board will be final.

#### b) Parent requests to meet with School Board regarding a staff member

Any parent who wishes to meet with the School Board regarding a grievance or complaint about a school staff member must submit the request in writing to the School Board Chairman. Upon receipt of the written request by the School Board Chairman, the following procedure shall be followed:

- 1) The School Board Chairman appoints a sub-committee of at least two School Board members from different School Board positions to meet with the respective parent to discuss the issue.
- 2) The sub-committee shall determine if the appropriate chain-of-command has been followed with regard to the issue being discussed with the appropriate school administrative personnel. If the proper chain-of-command has not been followed, the parent will be instructed on how to properly complete that protocol.
- 3) Once the proper procedure has been followed through the chain-of-command and if the issue is still unresolved to the satisfaction of the parent, the parent may resubmit their request to the School Board sub-committee.
- 4) If the sub-committee is able to resolve the issue, they do so and report back to the School Board at the next meeting.
- 5) If the sub-committee is not able to resolve the issue, they will ask that the issue be added to the agenda of the next School Board meeting at which meeting they will present the concerns of the parent. If the sub-committee feels it advisable that the

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parent personally address the full School Board on the issue, they will so advise the parent and the School Board Chairman.

- 6) At its next meeting, the School Board will hear the issue (and hear from the parent if appropriate) and bring a resolution to it.
- 7) The parent will be informed of the School Board's decision by a member of the sub-committee.
- 8) The decision of the School Board will be final.

### F. Administrative Team

The school's Administrative Team manages the weekly affairs of the school. The Administrative Team is chaired by the school administrator. No Administrative Team member has any individual authority other than that stated in his/her respective job description.

### G. Contracts

Only the senior pastor, administrator, or their designated representative shall enter into contractual agreements on behalf of the school.

### H. Job Descriptions

#### 1. Administrator

- a) Purpose: The position of administrator is filled by the administrator of Christian Fellowship Church. He serves as a pastor on the pastoral staff. A full job description for Minister of Christian Education will appear in the church handbook. Duties are delineated here only as they apply to the function of school administrator. The administrator is appointed by the senior pastor. The administrator shall be responsible for all administrative functions of the school. His basic responsibility is the general oversight of the school personnel and program. He must fully understand and support the school's statement of faith and philosophy and objectives. He must have and maintain clearly the vision for the school.
- b) Relationships: The administrator is regarded as the chief administrative officer of the school and is charged by the senior pastor and leadership council with the responsibility for the operation of the school. He is responsible to the senior pastor and the leadership council for the operation of the school. The administrator is under the supervision of and reports to the senior pastor and shall communicate regularly and openly with him regarding accomplishments and needs. However, in matters related to the school, he is additionally responsible to the School Board and reports to them. He is responsible for the supervision of all the school's professional and non-professional staff. He must set the example in every area for staff and students as he guides them to fulfill the school's purpose and vision.
- c) Personal Qualifications:
  - 1) Be born-again
  - 2) Be baptized in the Holy Spirit
  - 3) Agree with the Statement of Faith
  - 4) Actively worship in and support Christian Fellowship Church as his home church
  - 5) Conduct a private devotional life
  - 6) Give testimony that he has a sense of God's will, that teaching and administration is his calling and gift, and that ministering at Christian Fellowship School is God's direction
  - 7) Give evidence of good moral and ethical character
  - 8) Give evidence of adequate physical and mental condition
  - 9) Be congenial and able to work effectively with staff members, parents, and students
- d) Professional Qualifications:
  - 1) Have a minimum of a M.A. from a recognized college or university
  - 2) Have had courses specifically in the area of Christian education and philosophy

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- 3) Be willing to help develop and pursue a planned program of self-improvement
  - 4) Have an ability to communicate with others effectively both orally and in writing using good judgment and discernment in the type and style of communication
  - 5) Be able to accurately maintain inventory and order materials within time constraints
  - 6) Be able to work within budgetary limitations
- e) Job Responsibilities:
- 1) Develop and implement a public relations program as part of the image building process that will enhance the recruiting of new students and outstanding staff members
  - 2) Develop and implement a financial program that will support the school system in the immediate future and provide for its growth, expansion, and continued development in the future
  - 3) Deal directly with the principal in the oversight of all school programs, staff recruitment, and the educational program. Many specific functions are delegated to the principal and these are listed in the principal's job description. Among these delegated responsibilities are:
    - Program coordination;
    - Personnel oversight;
    - Instructional supervision;
    - Curriculum supervision;
    - Parent-school relations;
    - Student admissions and control; and
    - Daily spiritual leadership of the school.
  - 4) Establish and administer school policies
  - 5) Assume instructional leadership and administrative responsibility for the planning, operation, supervision, and evaluation of the educational program of the school, utilizing, to the best possible advantage, employees qualified to perform effectively in the position to which they may be assigned
  - 6) Establish, with the faculty, the goals and objectives of the instructional program in accordance with school policy and procedure and in keeping with the stated educational philosophy of the school
  - 7) Supervise the principal and annually evaluate his/her performance
  - 8) Financial responsibilities including, but not necessarily limited to, the following:
    - Prepare an annual school budget in April for the following school year
    - Present projected budgets to the senior pastor and/or leadership council for approval and to the School Board for review
    - Approve all major purchases
    - Oversee the collection of all tuition and curriculum monies
    - Make annual recommendations as part of the budget process for improving salaries and fringe benefits
    - Conduct the dispersal and keep records of all money, including payroll
  - 9) Supervise student registration and be responsible for maintaining accurate pupil records including attendance, suspension, and expulsion
  - 10) Inspect school plant facilities periodically, submitting requisitions for supplies, maintenance, and/or improvements as required
  - 11) Lead in achieving and maintaining full accreditation and affiliation with such organizations as appropriate
  - 12) Develop and maintain current job descriptions for all staff
  - 13) Record and track procedures and how they are best handled (e.g., parent-teacher fellowship (PTF), registration, commencements, etc.)

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- 14) Conduct himself in a manner that will inspire confidence and stimulate a healthy morale among all school personnel and the entire supporting constituency
- 15) Maintain an up-to-date mailing list
- 16) Coordinate school schedules with other church activities
- 17) Aid the principal when necessary
- 18) Arrive at school no later than 7:30 a.m. each day
- 19) Oversee that all buildings are properly opened and secured at the beginning and end of each school day
- 20) Purchase all supplies and curriculum
- 21) Work within the annual budget
- 22) Work with the senior pastor, leadership council, School Board, and/or Administrative Team to plan and project changes and/or additions to the school policies, programs, staffing, and budget allocations
- 23) Keep abreast of the major current trends in education in general and in Christian education in particular
- 24) Maintain a valid five-year plan for the development of the school
- 25) Serve as the educational consultant to the senior pastor, leadership council, School Board, and/or Administrative Team by providing information and counsel on all of the school's educational challenges and procedures.
- 26) See that all contracts are computed accurately and executed properly
- 27) Manage all non-instructional personnel
- 28) Handle grievances of personnel and lead in dismissal of personnel who do not perform satisfactorily
- 29) Be the center of intercommunication between the church leadership and the school staff
- 30) Help with fund raising for the annual budget and for capital improvements
- 31) Ensure that the school meets IRS requirements and regulations for maintaining tax-deductible status
- 32) Maintain a proper system for the security and disbursement of petty cash and of all student body financial accounts
- 33) Oversee the business office of the school
- 34) Maintain a good program for interpreting the school to its own constituents, alumni, and the general public
- 35) Foster good relationships with the sponsoring church and with all evangelical churches in the community
- 36) Establish and keep right relationships with the local, state, and federal agencies and institutions with which the school has contact
- 37) Carry out such other duties as necessitated by the development of the school

### 2. Principal

- a) Purpose: The position of principal is appointed by the Administrative Team of Christian Fellowship School. He/she is second in command to the administrator and is directly responsible to him. His/her basic responsibility is the daily oversight of the school personnel and program. He/she must fully understand and support the school's statement of faith and philosophy and objectives. He/she must have and maintain clearly the vision for the school.
- b) Relationships: The principal is under the supervision of the School Board and the administrator. He/she reports to the administrator and shall communicate regularly and openly with him regarding accomplishments and needs. He/she is responsible to assist in the supervision of all the school's professional and non-professional staff. He/she must set the example in every area for staff and students as he helps guide them to fulfill the school's purpose and vision.
- c) Personal Qualifications:

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- 1) Be born-again
  - 2) Be baptized in the Holy Spirit
  - 3) Agree with the Statement of Faith
  - 4) Actively worship in and support Christian Fellowship Church as his/her home church
  - 5) Conduct a private devotional life
  - 6) Give testimony that he/she has a sense of God's will, that teaching and administration is his/her calling and gift, and that ministering at Christian Fellowship School is God's direction
  - 7) Give evidence of good moral and ethical character
  - 8) Give evidence of adequate physical and mental condition
  - 9) Be congenial and able to work effectively with staff members, parents, and students.
- d) Professional Qualifications:
- 1) Have a minimum of a B.A. or B.S. from a recognized college or university
  - 2) Have had courses specifically in the area of Christian education and philosophy
  - 3) Be willing to help develop and pursue a planned program of self-improvement
  - 4) Have an ability to communicate with others effectively both orally and in writing using good judgment and discernment in the type and style of communication
  - 5) Be able to accurately maintain inventory and order materials within time constraints
  - 6) Be able to work within budgetary limitations
- e) Job Responsibilities:
- 1) Assume instructional leadership and administrative responsibility, under the supervision of the administrator, for discipline and the planning, operation, supervision, and evaluation of the educational program of the school
  - 2) Keep abreast of the major current trends in education in general and in Christian education in particular
  - 3) Develop, with the faculty, an organizational pattern which provides for planning and adapting curriculum to the needs of individual children, placing each child in an atmosphere most conducive to spiritual development and to learning and providing an adequate testing, evaluation, and guidance program
  - 4) Lead the faculty in identifying and solving the school's educational problems
  - 5) Assist to provide and maintain adequate instructional resource centers and assist teachers in planning for the appropriate use of the resources in this center to provide the maximum enrichment for the instruction of each individual child
  - 6) Promote the professional growth of the faculty in planning, organizing, and presenting worthwhile in-service programs that meet the individual and group needs of those teachers
  - 7) Submit recommendations to the School Board concerning assignments, evaluation, promotion, and dismissal of all personnel
  - 8) Selection and assignment of substitute teachers from the approved substitute list and assist in their evaluation
  - 9) Interview teacher candidates
  - 10) Custodian for all books and property assigned to the school unit, and the maintenance of adequate records on all such properties, establishing procedures to protect the property from loss or damage
  - 11) Planning and coordination of all chapel programs and other spiritual emphasis programs/activities working to ensure that they are relevant to student and staff needs
  - 12) Coordinating daily staff devotions
  - 13) Oversight of all extracurricular activities sponsored in or through the school or its staff
  - 14) Conduct Christ-centered counseling as needed with students and staff
  - 15) Plan and coordinate all special testing programs of the school such as new student testing, spring Stanford testing, PSAT tests, SAT and ACT tests, etc.

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- 16) Meet regularly with, and oversee the work of, faculty members, making formal evaluations annually
- 17) Conduct all staff in-service sessions
- 18) Scheduling and conducting of all staff training sessions
- 19) Conduct all parent-related activities
- 20) Conduct screening of students and parents who are interested in enrolling their children in the school
- 21) Supervise reporting to parents about their children and the school
- 22) Assist, as requested, in conducting parent-related activities
- 23) Conduct himself/herself in a manner that will inspire confidence and stimulate a healthy morale among all school personnel and the entire supporting constituency
- 24) Conduct staff meetings at least twice a month during the school year
- 25) Oversee the daily disciplinary programs including, as appropriate, the placement of students on probation and the recommending to the Administrative Team the placement of students on suspension or expulsion
- 26) Design a daily school schedule for grades K-12 and supervise its implementation and use by staff and students
- 27) Submit recommendations to the administrator and School Board concerning evaluation, promotion, and dismissal of school staff
- 28) Work with the Administrative Team and School Board to plan and project changes and/or additions to the school policies, programs, staffing, and budget allocations
- 29) Develop the school annual calendar in accordance with the laws of the state of Kentucky and accreditation requirements
- 30) Design a daily secondary schedule and be responsible for its implementation and use by staff and students
- 31) Make appropriate room and class assignments to faculty
- 32) Assume the day-to-day supervisory duties for the school program and personnel
- 33) Coordinate schedules for extracurricular activities that have an effect on academic classes
- 34) Make daily announcements
- 35) Encourage academic excellence in students
- 36) Advise students and parents on schedule changes and interpretation of academic records
- 37) Serve as mediator in student/staff and/or parent/staff disagreements as needed
- 38) Inform students of probation actions taken for academic reasons
- 39) Advise students on where to find outside counseling when needed
- 40) Assist in career and college planning, test interpretation, college contacts for students.
- 41) Determine the best guidance program for the school
- 42) Attend all School Board meetings
- 43) Communicate with parents concerning disciplinary action for academic or behavioral situations
- 44) Evaluate, design, and adapt curriculum and make curriculum recommendations
- 45) Evaluate incoming transcripts and communicate with other schools regarding transcript questions
- 46) Assist the administrator in maintaining accurate academic records and supervising secretarial work regarding academic records
- 47) Assist the administrator in long-term planning of schedules, staffing, and facilities usage
- 48) Be available to serve as first line of contact for teachers with questions regarding school policies and procedures
- 49) Represent the administrator and school when the administrator is unavailable
- 50) Share the responsibility for fostering a positive Christian climate in the school
- 51) Work with the administrator to ensure that the school is meeting the mission of Christian Fellowship School and Christian Fellowship Church

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## 3. All Other School Employees

### a) Personal Qualifications:

- 1) Be born-again
- 2) Agree with the Statement of Faith
- 3) Actively worship in and support a Bible-believing, evangelical church as his/her home church
- 4) Conduct a private devotional life
- 5) Give testimony that he/she has a sense of God's will that ministering at Christian Fellowship School is God's direction
- 6) Give evidence of good moral and ethical character
- 7) Give evidence of adequate physical and mental condition
- 8) Be congenial and able to work effectively with staff members, parents, and students.

### b) Professional Qualifications:

There shall be sufficient evidence and/or documentation for each employee to demonstrate that the employee is qualified to fulfill the responsibilities for which he/she is hired.

## I. Admissions Committee

### 1. Purpose

The purpose of the Admissions Committee is to prayerfully consider applications for attending Christian Fellowship School and, based on guidelines established in school policy, make sound admissions determinations. In addition, upon request by the CFS Administrative Team, the Admissions Committee may evaluate currently enrolled students on an as needed basis.

### 2. Responsibilities

Evaluate students for admission to Christian Fellowship School based on the following criteria:

Students determined to be in one or more of the following categories are not normally considered as candidates for admission except and unless the Admissions Committee reserves the right to waive one or more of these restrictions if deemed to be in the best interest of the school and/or the respective student (See 7.1, B. Admission Restrictions):

- Student in grade 6-12 who does not want to attend
- Student in grade 6-12 who is not born again and/or does not evidence an active Christian commitment
- Student who does not attend his/her home church at least once per week on a regular basis
- Student entering kindergarten who is not five years old by October 1 of that school year
- Student who is over eighteen years of age
- Student who has been previously arrested
- Student who has previously used drugs, consumed alcoholic beverages, and/or uses any form of tobacco products
- Student who has been expelled from any other educational institution or evidences severe disciplinary or behavioral problems
- Student who has a learning disability to the extent that CFS cannot meet his/her needs as determined by the administration
- Student who is or has been married
- Student who has previously run away from home
- Student who is or has been pregnant or otherwise evidences promiscuous activity

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The Admissions Committee chairman shall ensure that committee members have adequate time to effectively evaluate an applicant. Although a strong effort should be applied to attempting to meet parental deadlines and schedules, time constraints shall not result in an incomplete evaluation by the committee.

The Admissions Committee chairman shall notify affected families of admissions determinations.

### **3. Composition / Term of Appointment**

- a) The Admissions Committee shall consist of a minimum of seven persons who are appointed by the School Board in consultation with the Administrator.
- b) The committee chairman shall be appointed by the School Board in consultation with the Administrator.
- c) All terms of service are for one year with an anniversary date of May 1 annually.

### **4. Qualifications**

For appointment into the Admissions Committee, an individual must:

- a) Be born-again, professing faith in Christ as Savior and Lord evidenced by an ongoing, consistent Christian testimony and witness
- b) Maintain high personal moral and ethical standards
- c) Have a working understanding of the vision, mission, and philosophy of Christian Fellowship School
- d) Evidence loyalty to the mission and vision of Christian Fellowship School
- e) Commit to pray regularly for the school
- f) Be able to maintain appropriate confidentiality and act consistently with discretion

### **5. Meetings / Decisions**

- a) The committee chairman is responsible to establish a schedule of periodic committee meetings.
- b) The chairman may call special meetings as needed.
- c) A quorum shall consist of at least 51 percent of the committee membership. An official Admissions Committee meeting can be conducted only if a quorum is present.
- d) Pertinent information regarding each applicant shall be provided to committee members in advance of a meeting to allow adequate prayer and consideration.
- e) As a standard practice, the chairman shall seek to reach a consensus on all decisions or consider tabling the issue until such time as a consensus can be reached. If the issue is such that the decision must be made and/or a vote must be taken, a minimum of four affirmative votes are required for a student to be admitted.
- f) Minutes shall be recorded and maintained on file for all meetings. At a minimum, the minutes shall include adequate detail to reflect the primary sources of information and the compelling arguments that led to the final admissions determination. A graded approach can be applied to the recording of this information, i.e., "routine" admissions determinations may not require the degree of documentation that is warranted in a complex case. The chairman may, at his/her discretion, appoint a secretary to record minutes.

## **J. Financial Aid Committee**

### **1. Purpose**

The purpose of the Financial Aid Committee is to allocate budgeted funds to financial aid applicants based on need and criteria established in school policy.

### **2. Responsibilities**

Award financial aid based on the determined need of an applicant and the following priorities (See Also Section 2.2, B. Financial Aid):



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- a) Consideration of current school families
- b) Date of submission of completed application
- c) Award financial aid annually according to an established schedule that supports the oncoming school year schedule
- d) Maintain anonymity of applicants in considerations for financial aid
- e) Maintain confidentiality in financial aid decisions
- f) Generate appropriate records of financial aid decisions

### **3. Composition / Term of Appointment**

- a) The Financial Aid Committee shall consist of a minimum of three persons who are appointed by the School Board in consultation with the Administrator.
- b) The committee chairman shall be appointed by the School Board in consultation with the Administrator.
- c) All terms of service are for one year with an anniversary date of May 1 annually.

### **4. Qualifications**

For appointment into the Financial Aid Committee, an individual must:

- a) Be born-again, professing faith in Christ as Savior and Lord evidenced by an ongoing, consistent Christian testimony and witness
- b) Maintain high personal moral and ethical standards
- c) Have a working understanding of the vision, mission, and philosophy of Christian Fellowship School
- d) Evidence loyalty to the mission and vision of Christian Fellowship School
- e) Commit to pray regularly for the school
- f) Be able to maintain appropriate confidentiality and act consistently with discretion

### **5. Meetings / Decisions**

- a) A quorum shall consist of at least 51 percent of the committee membership.
- b) As a standard practice, the chairman shall seek to reach a consensus on all decisions or consider tabling the issue until such time as a consensus can be reached. If the issue is such that the decision must be made and/or a vote must be taken, a simple majority of all members present at the meeting is required for passage of a motion.
- c) Minutes shall be recorded and maintained on file for all meetings. At a minimum, the minutes shall include adequate detail to reflect the primary sources of information and the compelling arguments that led to the final aid determination. A graded approach can be applied to the recording of this information, i.e., "routine" determinations may not require the degree of documentation that is warranted in a complex case.

## **K. Publicity and Promotions Committee**

### **1. Purpose**

The purpose of the Publicity and Promotions Committee shall be to provide guidance and coordination for all advertising and other relevant communication for Christian Fellowship School so that continuity, consistency, and professionalism are maintained to produce an image that most effectively promulgates with integrity the vision and mission of the school in order to increase enrollment, resources, and public awareness.

### **2. Responsibilities**

To effectively fulfill its purpose, the Publicity and Promotions Committee shall function to:

- a) Compose and design advertising and promotional material as requested and appropriate for print and electronic media.

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- b) Accept or reject all advertising, promotional material, and other relevant communication produced by others in the ministry **prior to** its dissemination to our various publics. The committee shall have full authority to revise and edit all such submissions as needed as defined by its purpose.
- c) Compose and publish news articles and other news releases as appropriate for submission to the media. (The newspapers to which we regularly disseminate such articles/releases currently include the following: The Tribune-Courier, the Marshall County News Digest, Lake News, Paducah Sun, and The Murray Ledger and Times. Other media outlets including radio, TV, and other electronic media should be given consideration as applicable and appropriate.)
- d) Compose and publish appropriate guidelines governing the composition and dissemination of all written communication by relevant individuals/groups within the school to our various publics.
- e) Provide sustained direction and guidance as needed and appropriate to prolonged promotional campaigns within the ministry.
- f) Develop and submit to the Director of Curriculum and Resource Development of each year a proposed advertising/promotions budget for the fiscal year beginning July 1.
- g) Operate within approved budgetary guidelines.
- h) Ensure that all communication/material designed and/or approved by the committee meets all legal, accreditation, and/or ethical requirements for the school.

### **3. Composition / Term of Appointment**

- a) The Publicity and Promotions Committee shall consist of a minimum of three persons who are appointed by the Director of Curriculum and Resource Development in consultation with the Administrator.
- b) The committee chairman shall be appointed by the Director of Curriculum and Resource Development and in consultation with the Administrator.
- c) All terms of service are for one year with an anniversary date of July 1 annually.

### **4. Qualifications**

For appointment to the Publicity and Promotions Committee, an individual must:

- a) Be born-again, professing faith in Christ as Savior and Lord evidenced by an ongoing, consistent Christian testimony and witness
- b) Maintain high personal moral and ethical standards
- c) Have a working understanding of the vision, mission, and philosophy of Christian Fellowship School and Christian Fellowship Church
- d) Evidence loyalty to the mission and vision of Christian Fellowship School
- e) Evidence knowledge and wisdom through training, experience, and/or gifts in the areas of promotion and marketing
- f) Commit to pray regularly for the ministry.

### **5. Meetings / Decisions**

- a) The committee chairman is responsible to schedule regular meetings of the committee.
- b) The chairman may call special meetings as needed.
- c) A quorum shall consist of at least 51 percent of all committee members.
- d) As a standard practice, the chairman shall seek to reach a consensus on all decisions or consider tabling the issue until such time as a consensus can be reached. If the issue is such that a decision must be made and/or a vote must be taken, a simple majority of all members present is required for passage of a motion.
- e) The committee serves in a capacity that is subordinate to the Director of Curriculum and Resource Development. He/she may provide direct guidance to the committee as necessary and appropriate

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- f) Minutes shall be made and kept on file of all meetings. The chairman may, at his/her discretion, appoint a secretary to perform this function.

### **L. Athletics Committee**

#### **1. Function / Objective**

Provide oversight/direction for the Christian Fellowship School Athletic Programs. This committee shall be an advisory committee used by the Athletic Director to assist with athletic program issues. Some of these issues may include the following:

- a) Hiring of coaches
- b) Fund raisers
- c) Discipline of players/coaches
- d) Policy revision
- e) Scheduling of games
- f) Expectations of players and monitoring of games to ensure these expectations are met.

#### **2. Athletic Committee Membership / Structure**

Membership shall consist of at least the following:

- a) Christian Fellowship School Athletic Director
- b) Christian Fellowship School Administrator or Designee
- c) Christian Fellowship School Principal or Designee
- d) One member of the CFS School Board. Appointed by the School Board Chairman for one-year term.
- e) Coaches Representatives – shall be selected by the Athletic Director at the first of the school year or as soon as practical for a one-year term.
- f) Parent Representatives – shall be selected by the Athletic Director at the first of the school year or as soon as practical for a one-year term
- g) Other members as deemed necessary by the Athletic Director
- h) The Athletic Director will serve as the chairman and provide the agenda for each meeting.

#### **3. Meetings**

The committee will meet on an as needed basis at the discretion of the CFS Athletic Director.

#### **4. Responsibilities**

Responsibilities may include any of the following or any other issue deemed necessary for review by the Athletic Director:

- a) Recruitment of coaches
- b) Interview of coaches
- c) Athletic budget review
- d) Accountability of coaches and players to the standards of CFS
- e) Athletic program fundraising
- f) Discipline issues with players/coaches
- g) Setting expectations of coaches/players and monitoring of teams on and off the field to ensure these expectations are met
- h) Review and oversight of the athletic program policy manual (changes may be recommended, but final approval must be obtained by the CFS School Board).
- i) Review of schedules for all athletic teams. Approval of schedule must be obtained by the particular coach and athletic director.

#### **5. Authority**

The Christian Fellowship School athletic committee is an advisory committee established to assist the Athletic Director of CFS. This committee is a non-voting committee which exists under the

## Section 1 - Foundation Documents/Administration

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authority of the Administrator, Athletic Director, and School Board of Christian Fellowship School. Any action or decision from the athletic committee will be approved by the Athletic Director and submitted to the CFS School Board for final approval if necessary. The committee exists to provide assistance to the Christian Fellowship School Athletic Director and its athletic programs with the goal of improving and maintaining CFS athletics at the highest level.

## Section 2 - Business And Finance

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### 2.1 BUDGET

#### A. General Policy

In the necessary support of its programs, Christian Fellowship School shall annually develop a detailed budget adequate to its needs and operations. This budget shall estimate and provide guidance for the income and expenditures of the school for the fiscal year beginning July 1 and ending June 30.

#### B. Development

The school budget shall be prepared by the administrator and submitted to the School Board for approval. Budget revisions may be made by the administrator with the approval of the School Board and properly reported to all affected persons.

#### C. Administration

The administrator shall be responsible for the administration of the school budget through the implementation of adequate budget controls.

#### D. Reports

The administrator shall be responsible to prepare a detailed financial report at the end of each month. An annual financial report shall be prepared at the end of each fiscal year. These reports should detail the income and expenditures that occurred for the school for the respective reporting period. Copies of each report shall be given to the senior pastor, the principal, members of the Administrative Team, and members of the School Board.

### 2.2 RESOURCE DEVELOPMENT

#### A. General Policy

The school may employ such development activities as it deems necessary in support of its programs. All such programs shall be supportive of the school's philosophy and guided by Christian ethics and sound business practices. All such activities conducted by the school, or through external groups on behalf of the school, shall involve the administrator or his representative in an advisory role. No activities involving school funds or otherwise placing legal obligations on the school shall be undertaken without the express approval of the administrator.

#### B. Financial Aid

1. A limited amount of financial aid is available for families demonstrating financial need. To ensure full compliance with Bylaw 10 of the Kentucky High School Athletic Association, anyone desiring financial aid must apply through the Private School Aid Service of Lakewood, Ohio. That agency will determine the applicant's eligibility with regard to receiving financial aid. If the applicant is found to be eligible, financial aid will awarded by the Financial Aid Committee. The amount of financial aid awarded will be prorated among eligible applicants based upon the total amount of financial aid available in any given year. In no case will the amount of financial aid awarded exceed the parameters established for the applicant by the Private School Aid Service.
2. The total amount of financial aid available shall not exceed the amount budgeted for same. If donations designated for financial aid exceed budget, the Financial Aid Committee will make the decisions concerning disbursement of those funds.
3. All information provided by an applicant to the Financial Aid Committee is confidential. During the consideration process, the Financial Aid Committee shall consider each completed Financial Aid Application anonymously without knowing the identity of the individual applicants.
4. The Financial Aid Committee will award financial aid annually according to a schedule of meetings and distributions that will support the upcoming school year schedule.

## Section 2 - Business And Finance

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5. Limits to financial aid awards:
  - a) Financial aid is awarded for tuition only. Registration fees, curriculum fees, etc., are excluded.
  - b) Work program participants are excluded from financial aid.
  - c) Maximum amount given to applicants are limited to the following, except in extraordinary circumstances:

Family with one (1) child:	Maximum award of 80% of tuition
Family with two (2) children:	Maximum award of 60% of tuition for the first child and 80% of tuition for the second child
Family with three (3) or more children:	Maximum award of 40% of tuition for the first child, 60% of tuition for the second child, and 80% of tuition for the third child
6. All monies received from donors specifically for financial aid shall be used only for that purpose. Allocation of financial aid funds to appropriate families shall be administered by the administrator. Anonymity of the receipt and/or distribution of such funds shall be maintained at the request of the respective individuals.

### C. Designated and Restricted Gifts

Designated and restricted gifts to the school will be accepted as long as they are supportive of the objectives and philosophy of the school. The administrator is responsible for the proper accounting of all such gifts ensuring that they are used only for the purpose for which they were given.

### D. Acknowledgement of Gifts

At the discretion of the administrator and with the permission of the donor, donations to the school may be publicly acknowledged in an appropriate manner.

## 2.3 PAYROLL AND SALARIES

A just compensation for employees is necessary if the school is to prosper. A just compensation can be accomplished by taking into account the following factors: cost of living, prevailing salaries (public and Christian), productivity (including merit), ability to pay (church, school, and parents), morale, prior experience, extra duties, recruitment influence, and long-term compensation. The school administrator is responsible for the proper assignment, accounting, and issuing of all payroll.

## 2.4 TUITION

### A. General Policy

Tuition rates and fees for Christian Fellowship School are determined and approved by the CFS School Board. Rates and fees for the upcoming year shall be determined by May 1.

### B. Pastor's Discount

1. Up to 50% tuition discount is available to senior pastors and youth ministers of churches and/or organization of churches.
2. To ensure full compliance with Bylaw 10 of the Kentucky High School Athletic Association, anyone desiring financial aid must apply through the approved KHSAA agency. This agency will determine the applicant's eligibility level with regard to receiving this tuition discount.
3. The church must be an established, recognized church and/or organization of churches (e.g. house churches would not qualify.).
4. To be eligible for the discount, the senior pastor and/or youth minister must be employed at least half-time by the church and receive regular wages from the church and/or organization of churches. Christian Fellowship School may request verification of employment from the church to determine eligibility for this award.
5. This discount applies only to tuition and does not apply to fees or other charges.

## Section 2 - Business And Finance

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### **C. Missionaries Discount**

1. The children of any active missionary on the foreign field may attend Christian Fellowship School for up to a 100% tuition discount based on a financial needs assessment.
2. To ensure full compliance with Bylaw 10 of the Kentucky High School Athletic Association, anyone desiring financial aid must apply through the approved KHSAA agency. This agency will determine the applicant's eligibility level with regard to receiving this tuition discount.
3. To be eligible for this award, the missionary must be active on the field as a missionary.
4. The return of the missionary to the United States for an extended period of itineration will not disqualify him for this award.

### **D. Fund-Raising**

Every student enrolled at Christian Fellowship School is required to make a minimum profit of \$100.00 net funds each year by means of participation in both of the two annual school-wide fundraisers. At the end of the academic year, if a student has not raised the minimum \$100 amount, the balance will be added to his/her final bill as a fee.

## Section 3 - Records Management

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### 3.1 ADMINISTRATION OF RECORDS

#### A. General Policy

1. The control of school records shall comply with legal and ethical requirements.
2. Accurate records are an essential part of the operation and management of an organization. They provide the basis for the reporting, evaluation, and planning for the organization and all its related aspects.

#### B. School Policy Manual

1. The CFS School Board establishes school policy and has the responsibility to insure that school policy is accurately reflected in the school policy manual.
2. The master copy of the school policy manual is controlled by the school administration office.
3. When school policy changes are made, the School Board Chairman, or his/her designee, will communicate the change to the administration office. The school office will make the needed change to the master copy. The revised school policy manual will then be re-distributed as needed.
4. It is the School Board's responsibility to insure that changes were made and that the change was timely and accurate.
5. The current school policy manual shall be posted to the school web-site in a protected format.



## Section 4 - Facilities And Services

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### 4.1 USE OF FACILITIES AND EQUIPMENT

#### A. General Policy

1. Christian Fellowship School shall maintain sufficient facilities and equipment to adequately fulfill its mission and meet its objectives.
2. Facilities/property/equipment are available for use by student groups whenever same is not otherwise scheduled for use by the church or school.

#### B. Inventory and Maintenance

1. The school shall maintain sufficient personnel to maintain grounds, buildings, and equipment in safe and useable conditions.
2. All equipment and materials owned by Christian Fellowship shall be placed on inventory.

### 4.2 SAFETY AND SECURITY

#### A. General Policy

Christian Fellowship School will provide guidelines and instructions to all staff so that optimum conditions can be maintained to provide for the safety and security of all and so that the school will be prepared to handle any challenges which arise in these areas.

#### B. Police and Security

1. At any time that the safety or security of any student or staff member is threatened, and if it is deemed necessary by the administration, the administration will contact the appropriate authorities for assistance.
2. All staff should act in a manner consistent with the principle that if an error in judgment is made, it is far better to err on the side of safety rather than risk the well-being of a student.

#### C. Traffic and Parking

1. Safety rules and all laws must be obeyed by all drivers on the school grounds.
2. The speed limit on campus is fifteen miles per hour (15 mph).
3. All student drivers must have a valid driver's license and the student and his/her parents must read and sign the Student Driver Consent Form before given the privilege of driving to school.
4. This privilege may be suspended if driving regulations are violated.
5. No student may drive on a school-sponsored trip.

#### D. Security with Visitors

1. Visitors to CFS are welcome but must be cleared by the school office.
2. Any staff member seeing an unescorted visitor on campus should report him to the office.

#### E. Access to Buildings and Rooms

Only those individuals whose job necessitates such will have unrestricted access to buildings and rooms.

#### F. Security of Computer Files and Other Sensitive Records

1. All computer files and other sensitive records shall be secured in the records secretary, principal, administrator, or other business offices. These offices shall be locked unless authorized personnel are present.
2. Sensitive records shall be kept in locked filing cabinets in those offices.
3. Sensitive computer files shall be kept under password security with restricted access in those offices.

## Section 4 - Facilities And Services

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### **G. Crisis Management Plan**

1. The school shall have a crisis management plan delineating the procedures to follow in any emergency situation.
2. The plan shall include, among other things: the line of authority in emergency situations, communications, emergency teams, evacuation procedures, and procedures for specific types of emergencies.
3. The plan shall be reviewed annually and updated as necessary. The plan will be explained and given to all staff annually in the fall.

### **H. Evacuation Procedures**

1. Evacuation procedures in the event of an emergency shall be clearly posted in every room.
2. All staff shall be thoroughly trained in implementation of evacuation procedures.
3. Evacuation procedures shall be written in detail as part of the emergency plan.

### **I. Fire Drills**

1. The school shall have at least two (2) fire drills during the first month of school and one each month thereafter during each school year.
2. Teachers are responsible to train students in their respective classes of proper fire drill procedures.
3. Each room shall have a diagram posted showing proper fire exits.

### **J. Insurance**

Christian Fellowship shall carry sufficient insurance to cover property loss and/or personal injury in the event such were to occur.

### **K. Accidents (Students)**

1. If a student is injured in an accident, the supervising staff member shall immediately send him/her to the office for appropriate first aid.
2. If a student is injured and should not be moved, the office must be notified immediately so that appropriate action can be taken.
3. All staff should act in a manner consistent with the principle that if an error in judgment is made, it is far better to err on the side of safety rather than risk the well-being of a student.

### **L. Vehicle Liability Insurance**

All ministry-owned vehicles shall carry, as a minimum, liability insurance.

### **M. Use of Private Vehicles / Driver Requirements for School Trips**

1. All private vehicles used for school purposes must have a current proof of insurance card on file in the office.
2. Anyone who drives a ministry-owned or a private vehicle for school purposes (e.g. field trips, athletic events, etc.) must have a valid license to operate the vehicle that he will drive.
3. For vehicles with a seating capacity of sixteen (16) or more passengers, the driver must have a current CDL license.
4. For vehicles of less than sixteen (16) seating capacity, the driver must have a current regular driver's license.

### **N. First Aid Procedures**

1. If a student is injured and requires first aid, he/she should immediately be sent to the office. If a student is injured and should not be moved, the office must be notified immediately so that appropriate action can be taken.
2. All first aid, unless it is something very minor requiring only a bandage, shall be administered in the school office.

## Section 4 - Facilities And Services

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3. Universal precautions shall be followed when administering first aid in all cases unless it would cause such a delay as to be life-threatening to the one injured.
4. All staff should act in a manner consistent with the principle that if an error in judgment is made, it is far better to err on the side of safety rather than risk the well-being of a student.

### **O. Blood Borne Pathogens Exposure Control Plan**

It is the policy of Christian Fellowship School to establish procedures which ensure compliance with the Occupational Safety and Health Administration's (OSHA) Final Rule for "Occupational Exposure to Blood Borne Pathogens" (29 CFR 1910.1030).

### **P. Student Medication / Illness**

If a child indicates he/she is ill, appropriate control shall be exercised with respect to medical attention and control of medication. All staff should act in a manner consistent with the principle that if an error in judgment is made, it is far better to err on the side of safety rather than risk the well-being of a student.

### **Q. Explosives and Firearms**

No type of explosive devices, firearms, or any other potentially dangerous articles or materials (e.g. knives) are allowed on the school grounds.

## **4.3 LIBRARY AND OTHER SCHOOL RESOURCES**

### **A. General Policy**

Christian Fellowship School shall provide library facilities of adequate size and collection to meet the educational and research needs of its faculty and students.

### **B. Library Acquisition Policy**

All library acquisitions must be properly screened and be found to be supportive of the philosophy and objectives of the school before they can be added to the library inventory. See Section 8.1, D. Curriculum/Reading Materials.

### **C. Telephone Services**

Use of the school telephone is reserved for official school business and emergencies only.

## **4.4 ANCILLARY SERVICES**

PARENT-TEACHER FELLOWSHIP – It is the policy of Christian Fellowship School to have and maintain an active parent-teacher fellowship (PTF). The purpose of PTF meetings is to maintain effective parental-school communication and involvement. The PTF president is responsible for the scheduling, planning, and conducting of all PTF meetings.

## Section 5 - Staff Employment Policies

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### 5.1 EMPLOYMENT

#### A. General Policy

Guidelines for the hiring of staff for the high standards of Christian Fellowship School must be maintained so that all applicants will be treated fairly. Minimum standards of attainment must be reached before an applicant will be considered. Personnel qualifications are given in detail in respective job descriptions and can be generally summarized by the following:

1. Living a consistent Christian life;
2. Evidencing a thorough understanding and loyal endorsement of Christian Fellowship School's purpose, objectives, aims, standards, and doctrines; and
3. Having qualified training and experience to fill respective positions.

#### B. Non-Discrimination Policy and Equal Opportunity

Christian Fellowship School selects qualified persons for employment without regard to race, sex, or national or ethnic origin; but does, however, reserve the right to use established selection criteria in support of its goals and objectives.

#### C. Reference Checks

1. Prior to an applicant's final interview, appropriate reference checks shall be made by the administration into his/her background.
2. Personal, professional, and employment references are checked as a matter of routine.
3. Additional checks are made of scholastic, criminal/legal, and, if necessary, medical records.

#### D. Appointments / Contracts

It is important that Christian Fellowship School be businesslike in behavior. Paul emphasized this in his letter to the Corinthians. While the context is different, the principle is applicable. *"Let all things be done decently and in order."* (1 Corinthians 14:40).

1. All teachers at Christian Fellowship School must have a contract that has been approved by the administration.
2. All contracts shall be for a one-year term unless specifically altered.
3. Employees shall be notified by June 15 if their services will not be required for the following school year.
4. The reason for non-renewal shall be given and a written copy placed in the employee's personnel file.
5. Christian Fellowship School does not grant tenure as such, but additional financial consideration is integrated within the salary scale for the length of employment.

#### E. Temporary Employees

The administrator may, from time to time, employ persons in temporary positions as needed. The administrator shall make the final decisions regarding salary, hours, length of employment, etc. for temporary employees. All temporary employees must meet the same spiritual and personal qualifications as other employees of the school. They must meet such professional qualifications as necessary to fulfill the job responsibilities for which they are hired. Temporary employees are not eligible for any benefits offered by the school.

#### F. Part-Time Employees

Employees who work less than twenty-five (25) hours per week are considered part-time employees. All part-time employees must meet the same spiritual and personal qualifications as other employees of the school. The salaries of part-time employees will be set by the administrator as a percentage of a comparable full-time position based on the percentage of full-time the employee is required to work.

## Section 5 - Staff Employment Policies

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### **G. Full-Time Equivalent Employees**

Employees who would, because of their scheduled working hours, otherwise be classified as part-time employees, may be classified as Full-Time Equivalent employees if, in the opinion of the administrator, they have sufficient other assigned duties either in the school or in the church to merit such classification. A full-time equivalent employee is entitled to all the benefits and privileges of any full-time employee in an equivalent position.

### **H. Dual Employment**

Christian Fellowship School does not prohibit, but does strongly discourage, dual employment ("moonlighting") by its employees.

1. Any employee having dual employment shall notify the administrator of his other employment including place of employment, work schedule, duties, etc.
2. The employee is required to give priority to his duties at Christian Fellowship School and may be required to give evidence of the same.
3. Any employee having dual employment who allows his/her secondary job to conflict with duties at CFS may be considered in breach of contract resulting in the termination of his/her employment at CFS.
4. Any employee whose second job is not in harmony with the philosophy of Christian Fellowship School or which may bring reproach upon the school will be required to quit that job or be terminated from his/her employment at CFS.
5. Any staff member who is employed by both Christian Fellowship Church and Christian Fellowship School is not considered to have dual employment.

### **I. Initial Employment Probation**

Each employee hired by Christian Fellowship School shall be subject to an initial probationary period for the first thirty (30) days of his contract. Christian Fellowship School may terminate the contract with or without cause during this period.

### **J. Benefits**

1. Full-time employees of Christian Fellowship School are entitled to the following benefits:
  - a) 100% tuition waiver
  - b) Eighty (80) hours paid sick/emergency leave
  - c) Sixteen (16) hours paid personal days
  - d) \$10,000 term life insurance
  - e) Group health insurance (\$250.00 per month paid by the employer)
  - f) Paid professional growth leave (with the approval of the administration)
  - g) Coverage by Workmen's Compensation
2. Part-time employees of Christian Fellowship School are entitled to the following benefits:
  - a) 100% tuition waiver
  - b) Paid sick/emergency leave prorated based on % full-time
  - c) Paid personal days prorated based on % full-time
  - d) Paid professional growth leave (with the approval of the administration)
  - e) Coverage by Workmen's Compensation

### **K. Insurance**

Employment at Christian Fellowship School provides employees with an opportunity to participate in a group medical insurance plan. Christian Fellowship Church pays \$250.00 per month toward the premium. The Administrator shall be able to provide full details to interested employees.

## Section 5 - Staff Employment Policies

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### L. Staff Accidents

Any staff member involved in a work-related accident shall make a full report of the accident to the administration, which shall turn the associated costs in to Worker's Compensation.

### M. Fee Waivers / Discounts

All employees at Christian Fellowship School receive a 100% tuition waiver for their children who attend the school.

### N. Vacation / Holiday

Christian Fellowship School does not provide any paid vacation benefit to its staff. However, Christian Fellowship School does provide the following scheduled paid holidays for its staff:

1. Labor Day
2. Thanksgiving Break (2 days)
3. Christmas Break (0-10 days depending on weather)
4. Spring Break (0-5 days depending on weather)

## 5.2 PERFORMANCE AND EVALUATION

### A. Philosophy

1. The success of Christian Fellowship School depends upon each staff member (administrative, teaching, and ancillary) effectively accomplishing his respective duties and responsibilities as assigned. The process of evaluation is to provide instruction, comments, suggestions, and constructive feedback to motivate staff to improve performance.
2. It is expected that each staff member will have a sense of God's call upon his life and will be able to function harmoniously as part of the school body. Functioning as a member of the school staff should be a great joy because it is a natural expression to God, not just a way to earn a living. The call of God must be established. When this is the case, there will be little, if any, tendency toward emotional distress, negative reporting, irritation with students, parents, and other staff. The staff member will experience blessing from God and a strong sense of personal fulfillment.

### B. Biblical Guidelines

The evaluation procedures of Christian Fellowship School shall be based upon four Biblical principles as follows:

1. Principle of Fruit Bearing - John 15:5; Philippians 4:17;
2. Principle of Growth - Ephesians 4:15; Colossians 1:10; Philippians 3:14;
3. Principle of Differing Gifts - Romans 12:6; Matthew 25:15; and
4. Principle of Works - John 14:12-14; John 17:4; 1 Cor. 3:13; 2 Thessalonians 2:7; Ephesians 2:10

In the context of these guiding principles, each staff member's performance shall be reviewed at least two (2) times per year through a process consisting of assessment, evaluation, analysis and strategy, and personal conference.

### C. Spiritual Life and Expectations

Each staff member must be born-again and maintain a consistent Christian lifestyle evidenced in part by faithfulness in church attendance and a regular private devotional life. His/her Christian walk must be exemplary and characterized by an overcoming, victorious attitude and conduct and evidencing the fruit of the Spirit in his/her daily life. Each staff member should readily and confidently be able to give testimony that he/she has a sense of God's will, that working in the Christian school ministry is his/her calling, and working at Christian Fellowship School is God's direction. It is imperative that he/she realize that the task he/she has assumed is more than just a job; it is a God-called ministry in which he/she is ultimately responsible to God.

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## Section 5 - Staff Employment Policies

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### D. Personal Standards

Each staff member must be sufficiently mature, responsible, and self-disciplined as evidenced in part by the following:

1. Having a realistic and Biblical view of life and work;
2. Showing wisdom with tact and discretion in all inter-personal relationships, treating others with love and respect;
3. Daily evidencing good habits of health and hygiene and having good manners;
4. Having proper Biblical attitudes toward material things and money; and
5. Evidencing an appreciation for and the wise use of the body as the temple of the Holy Spirit.

### E. Professional Code of Conduct and Standards

1. Each staff member shall evidence proficiency in the responsibilities and duties to which he/she is assigned. He/she shall maintain a high standard of ethics in his/her personal and professional dealings with students, parents, other staff, or anyone else not necessarily related to the school or its programs.
2. Staff shall never discuss classified information loosely including with other staff, friends, or family. Parents need to schedule conferences with the teacher to discuss their children so that all pertinent data is on hand. Staff members must not sit in clusters and discuss students' problems. It is much more productive to pray about these matters.
3. Staff shall not discuss issues related to students, parents, other staff, or other issues with a student aide in which the discussion would constitute a violation of professional ethics.
4. Staff conferences in the classroom during class time should be avoided. Students are always alert for these tidbits of information. Staff should briefly exchange necessary data as they remain alert to their students' needs.
5. CFS has a policy of sophistication between staff men and student girls -- also, staff women and student boys. These are areas to be mighty in spirit as a leader. Staff members must relate to students but should do so in such a way that is both friendly and professional. The "no touch" policy is the safest one and helps keep the door closed to questioning in this area. It is alright to pat a student on the back in encouragement but respect the fact that you are a spiritual leader called by God to be an example in a world where valiant character examples are lacking. Hugging students in the lower grades is alright since at this point you are dealing with small children.
6. Staff must not exercise privileges in front of the students of which students are not permitted to partake. This is a courtesy a mature leader extends.
7. Staff should always speak quietly to students, especially in the classroom. Other students should not be disturbed while you are communicating with an individual. Do not "talk down" to students or use a "holier-than-thou" or sarcastic attitude with them. They do not respond to repetitious sermons. Also, avoid getting "caught up" in individual student problems. Briefly minister to them in prayer if they indicate a need. Refer deep-seated problems to the teacher (if you are an aide) or to the office.
8. Staff should pray for their students daily and refer needs to God. He is the real problem-solver and this place must always be both anointed and holy ground. As staff assists students in every area, they should remember that Jesus is the Master Teacher and He will consume their efforts and give them the wisdom they need.
9. It is very important that a staff member learns the wisdom of weighing his/her words in conversation with students. He/she should not speak carelessly in jest lest he/she be misunderstood. He/she must always be able to give an account for what he/she says. This will be easily maintained through habitual practice.

## Section 5 - Staff Employment Policies

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### **F. Loyalty Expectations**

1. Because loyalty is a necessary attribute of any Christian agency, it is expected that each staff member will become characterized by his/her loyalty to the school, to its principles, to its administration, and to its staff. Differences of opinion with regard to institutional practices will inevitably occur. Though criticism resulting from these differences will be welcomed by the administration, any expression of complaint among students, families of students, or elsewhere will be considered a serious breach of professional ethics.
2. Staff members who have school age children who are eligible for admission to CFS must enroll their children at Christian Fellowship School. Exceptions to this policy must be approved by the CFS School Board and will be considered on a case-by-case basis.
3. Certainly, an educator of any stature will always see genuine worth in his/her fellow workers. When referring to an associate, a staff member should only mention those elements of worth and be silent with regard to perceived inadequacies. If staff conflicts should arise that would be disruptive to the harmony and unity of the school and threaten the effectiveness of its ministry, staff members are expected to resolve them by working through the chain-of-command, utilizing the principled approach of Galatians 6:1 and Matthew 18.
  - a) Be committed to the goal of giving a good report.
  - b) When this is not possible, purpose to remain silent or go privately to the person, confirm your goal, and explain the offense that would hinder your giving a good report.
  - c) Approach the offender in meekness and a spirit of genuine love having first examined and corrected your own attitudes and actions.
  - d) Only if you are unable to restore an offender will you share the problem with your immediate supervisor according to the principles of the Scriptures.
4. Our goal must be to be Biblical in everything we do, to put Biblical principles into practice. There is nothing more detrimental to a Christian school than not applying Biblical principles in the area of giving and hearing bad reports. Divisions can destroy the work of God. By using the Matthew 18 principle, by giving and listening only to good reports and following the pattern of Matthew in the spirit of Galatians 6:1, unity and oneness can be developed in the school that will truly glorify our Lord and Savior Jesus Christ. If after following the biblical pattern of Matthew 18:15-17 the employee remains in disagreement with a policy or decision/action by a colleague and/or administrator, the employee agrees to not initiate a discussion of the issue with anyone except his/her supervisor(s) and, especially if asked or drawn into a discussion of the issue by someone else, will by attitude, word, and action evidence full support for the policy or decision/action. Failure to do so will be considered an indication of disloyalty and is grounds for dismissal.
5. GREAT! (Good Reports Edify And Testify) NOT GRATE! (Gossip and Rumors Always Tear and Erode)

### **G. Professional Development**

It is our desire for each staff member to grow spiritually, mentally, and physically. To do this, he/she must have a plan that allows growth to take place and the results of that growth to be analyzed.

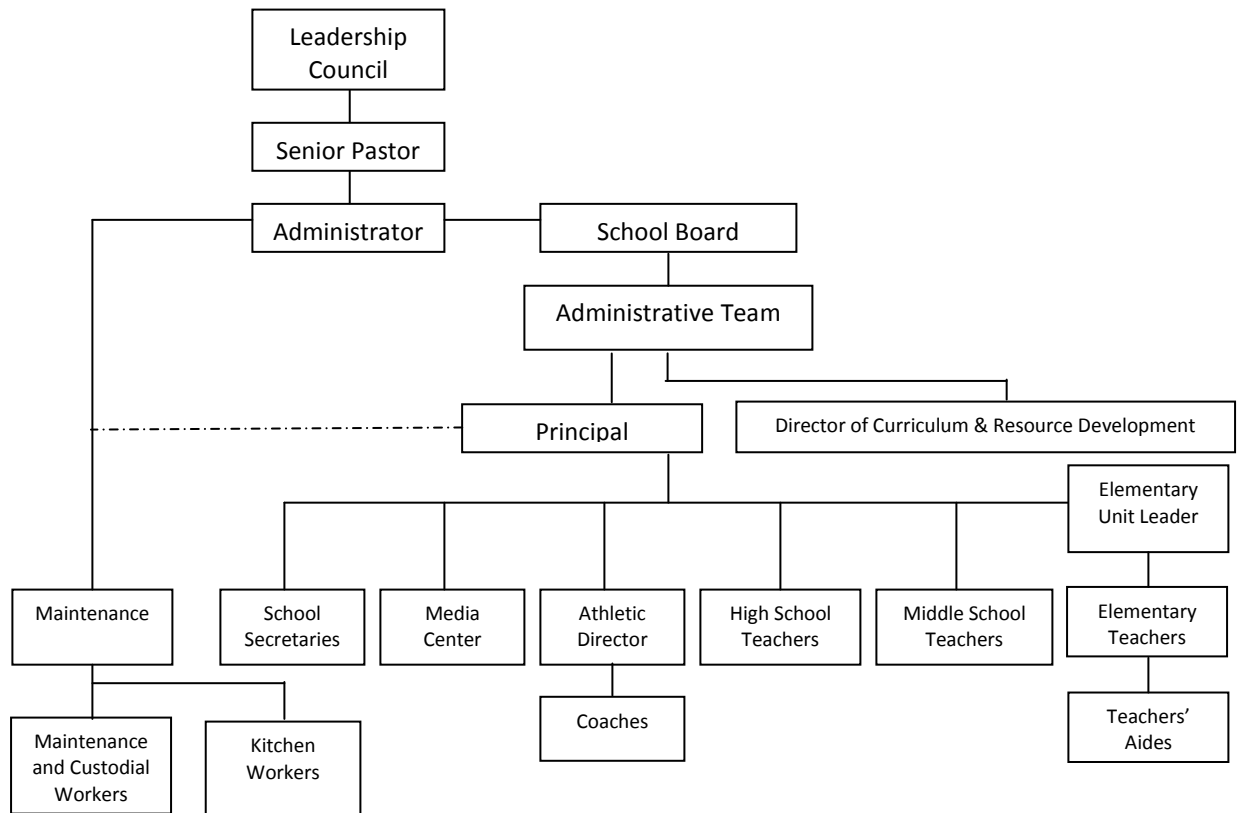
### **H. Supervision Policy**

The school has an important obligation to see that students are properly supervised at all times to encourage proper student conduct, safeguard student safety, and both quickly and efficiently handle any accidents or injuries.



## Section 5 - Staff Employment Policies

### I. Chain of Command



### J. Standards of Performance

The teacher has the major responsibility of guiding the educational process for the students assigned to him. Therefore, certain minimum standards must be met and maintained in both personal and professional areas for a teacher to be employed at CFS. Throughout his employment, each staff member is expected to have a desire for and show evidence of growth in all areas. Some of the performance standards include:

1. Godly character and a victorious Christian walk
2. Appropriate grooming, manners, and speech
3. Emotional stability and self-control
4. Physically able to handle the job
5. Dedication, commitment, and loyalty to the ministry
6. Cooperative attitude with the other staff, and submissive spirit toward those in authority
7. Adherence to school policies and procedures
8. Evidence professional knowledge and growth (including on-going professional development)
9. Meet responsibilities promptly
10. Evidence competence in assigned tasks
11. Maintain appropriate classroom control
12. Show adequacy in planning
13. Communicate effectively with tact and understanding with parents

## Section 5 - Staff Employment Policies

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### **K. Evaluation Procedures**

Effective evaluation enables the school to more carefully meet its stated objectives, assists staff members in developing their respective potentials and having increased job satisfaction, and develops an official record of staff member's performance for administrative purposes. Each staff member shall be evaluated by the administration at least once each year.

Disciplinary Action - If at any time, a staff member fails to fulfill his/her job responsibilities, either in whole or in part, or does not maintain the standards required for employment, he/she may be subject to disciplinary action by the administration. The discipline can include, but may not be limited, to conference with staff member, requiring specific actions of the staff member with appropriate follow-up, probation, suspension (with or without pay), dismissal, etc. Any disciplinary action taken with a staff member will be documented, dated, signed by the staff member and an administrator, and placed in the appropriate personnel file.

### **L. Termination Procedures**

1. When during the term of the contract it appears that severance of the contract must be made by CFS, reasons shall be given to the teacher in writing.
2. A hearing with the School Board may be requested if it is done in writing within seven (7) days and given to the person issuing the notice. Failure to request a hearing within that time shall waive that person's right to such a hearing.

Some of the reasons for Involuntary Termination of Employment are as follows:

- a) Immoral, unethical, or unprofessional conduct;
  - b) Committing, aiding, or advocating of acts of a criminal nature;
  - c) Dishonesty;
  - d) Incompetency;
  - e) Evident unfitness for service;
  - f) Spiritual, physical, or mental condition unfitting them to instruct or associate with children;
  - g) Failure to come under the authority of the administrative staff;
  - h) Continued violation or refusal to obey rules or regulations of the school as set out in the Contract of Employment, Teacher's Handbook, Student Handbook, Discipline Manual, or the Policies and Procedures Manual, or attitudes/conduct reflecting disloyalty to the school and/or its staff;
  - i) Failure to follow the approved curriculum;
  - j) Conviction for a felony or any crime involving moral interperitude;
  - k) Advocating beliefs contrary to the Statement of Faith or contradicting the Standards of Conduct or unusual beliefs which would bring reproach upon Christian Fellowship School; and
  - l) Budgetary or enrollment considerations that force a staff reduction.
3. Notice of dismissal shall be in writing and delivered in person or by certified mail to the last known address. The notice shall contain a copy of the charges and give the date of dismissal and/or last day of work.
  4. Any staff member who voluntarily resigns his/her position is expected to fulfill his/her contract obligations and give thirty (30) days notice of such resignation.

### **M. Complaints and Grievances**

1. If all other avenues of gaining satisfaction have been exhausted, any employee who disagrees with a decision made or action taken which directly relates to him or his job may file a complaint with the School Board. The complaint must be specific and in writing. Upon receiving a complaint, the School Board shall investigate both sides of the issue and render a decision based

## Section 5 - Staff Employment Policies

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on their best collective judgment of a proper resolution of the problem. The School Board's decision shall be final, in writing, and filed with the original complaint.

2. Employees should first utilize the Matthew 18 principle (see Loyalty Expectations) and follow the chain-of-command first before taking further action.

### **N. Appeals**

1. An employee who disagrees with a decision made by the administration or Administrative Team with regard to his/her employment may appeal that decision. A hearing with the School Board may be requested if it is done in writing within seven (7) days of the decision and given to the administration. Failure to request a hearing within that time shall waive that person's right to such a hearing. The decision of the School Board shall be considered final.
2. Employees should first utilize the Matthew 18 principle (Loyalty Expectations) and follow the chain-of-command first before taking further action.

## Section 6 - Personnel, Academic And Professional

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### 6.1 FACULTY AND PROFESSIONAL STAFF

#### A. Academic Rights and Responsibilities

It is not the desire of Christian Fellowship School to infringe upon the rights of its teachers; however, it does require all teachers to adhere to the terms of employment as set out in their Employment Contract, Staff Handbook, and the Policies and Procedures Manual. Should a teacher at any time feel that he/she can no longer abide by these policies, he/she shall, as a responsible adult, make this known to the principal and request an abandonment of his/her contract by mutual consent.

#### B. Advisement / Counseling

Although counseling is not the primary responsibility of a staff member, he/she may, from time to time, be presented with opportunities to render such service to students and/or parents. The staff member should offer Godly counsel and advice as a need arises. If a problem is of a serious nature requiring more extensive counsel, the staff member shall refer the counselee to the administration where additional counsel may be given.

When counseling a student or parent, the staff member must take much care to see that any advice has a thoroughly Biblical foundation and that the staff member maintains the highest of ethical and moral standards, refraining from any word or action that may be misconstrued or called into question. Care should be taken to keep appropriate levels of confidentiality in such situations.

Whenever a staff member counsels a student, he/she shall prepare a short report summarizing the counseling session. Included in the report shall be the date, name(s) of the student(s) or parent(s), nature of the problem/situation discussed, and summary of advice given. The report is to be sealed in an envelope and placed in the student's file. The envelope is to be marked confidential on the outside and the date of the session, name(s) of the student(s), and name of the counselor written on it.

#### C. Evaluation of Student Performance

1. Teachers must evaluate student performance objectively using criteria that are measurable.
2. Teachers must indicate in his/her grade book how grades are calculated.

#### D. Academic Calendar

1. The principal shall devise and publish for all staff, students, and parents by May 1st an academic calendar for the next school term. The academic calendar shall accurately reflect all in-service days, holidays when school will not be in session, etc. The academic calendar shall contain all the days in the school term as specified by law for non-public schools and/or accreditation requirements (as set forth herein below).

- a) From the Kentucky Revised Statutes (KRS 158.070 -- School term-Holidays and Days Closed):

*The minimum school term shall be one hundred eighty-five (185) days. A board of education may extend its term beyond the minimum term set by the superintendent of public instruction. In setting the school calendar, school shall be closed for two (2) consecutive days for the purpose of permitting professional school employees to attend statewide professional meetings. These two (2) for statewide professional meetings shall be scheduled to begin with the first Thursday after Easter or upon request of the statewide professional educational association having the largest paid membership. The superintendent of public instruction may designate alternate dates. Furthermore, the superintendent of public instruction shall designate one (1) additional day during the school year when schools shall be closed for the purpose of permitting professional school employees to participate in regional or district professional meetings. These three (3) days so designated for attendance at professional meetings shall not be counted as a part of the minimum school term.*

## Section 6 - Personnel, Academic And Professional

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*Each local board of education shall use four (4) days of the minimum school term for in-service professional development and planning activities for the professional staff without the presence of pupils. The board of education of any school district may use up to a maximum of four (4) days of the minimum school term for holidays, provided, however, any holiday which occurs on Saturday may be observed on the preceding Friday, two (2) days for the opening and closing of schools without the presence of pupils, one (1) day of which may be used at the beginning of the second semester: the number of days deemed necessary for:*

- (1) National or state disaster or mourning when proclaimed by the President of the United States or the governor of the Commonwealth of Kentucky: and*
- (2) Local disaster which would endanger the health or safety of children or mourning when so designated by the district board of education and approved by the state board of education upon recommendation of the superintendent of public instruction, and shall use one (1) day of excused absence for attendance at the Kentucky state fair for students applying for excused absence for this purpose.*

- b.) From the ICAA Standards Manual (Standard 4.2 – Academic Calendar and Attendance Requirements):

*The amount of school days in the K-12 program shall be no fewer than 182, of which 175 days must be instructional days for students. Of the 175 instructional days, a maximum of four (4) days may be used for parent-teacher conferences. (The remainder may be used for professional in-service days for faculty and staff.)*

### **E. Sick / Emergency Days**

1. All full-time staff members are allowed up to eighty (80) hours absence with pay in the case of sickness, the sickness of a child requiring the teacher to stay home for supervisory needs, death of a family member or a family emergency.
2. Part-time staff members are allowed hours of such paid sick/emergency prorated according to the percentage full-time they work. Up to forty (40) unused sick/emergency hours may be accumulated annually to a maximum of 120 hours available in any one year.

### **F. Professional Leave of Absence**

CFS may grant professional leaves of absence. All requests for professional leave of absence must be made to the administration and will be considered on a case-by-case basis.

### **G. Tardiness**

1. Tardiness is not inconsequential, and the administration is concerned if a staff member develops a pattern of lateness.
2. Tardiness is considered in overall employee evaluation. We prayerfully trust that our hearts will be knit together in faithfulness as we support our school's policy of punctuality.

### **H. Absences**

1. All absences other than sickness or those for specified personal reasons must be approved beforehand by the administration.
2. If occasion arises where a staff member must be absent, he/she should advise the principal, or other appropriate administrative personnel, as soon as possible.
3. We pray that God will give our staff continued health throughout the year because each of them has a place to fill that no one else can fill. However, we always support each staff member in prayer during times of illness or difficulty for God's word says, "*Bear ye one another's burdens...*" We are a closely-knit family in the body of Christ and consider it joy to have each staff member as a part of our family for the school year.

## Section 6 - Personnel, Academic And Professional

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### I. Substitutes

All substitutes shall meet the same personal and spiritual qualifications required of all permanent employees.

### J. Dress Code (Staff)

1. The dress code at Christian Fellowship School is in accordance with Biblical injunctions on modesty. In order to maintain our Christian testimony here at school as well as in the community, staff should dress modestly and in a respectful manner at all times.
2. Guidelines for Men:
  - a) During school hours, men must wear modestly cut trousers and shirt, and must wear socks.
  - b) Jeans may be worn only on designated Jeans Days, or when the schedule of extra activities (P.E., field trips, etc.) makes pants more appropriate apparel.
  - c) The hair should be above the eyebrows, off the collar, and not below the middle of the ear.
  - d) Sideburns are not to be any lower than the bottom of the ear.
3. Guidelines for Women:
  - a) On class days during school hours, ladies must dress attractively and modestly.
  - b) Wearing a dress or a skirt and blouse is the preferred manner of dress for female staff members throughout the school year except for specified pants days or when the schedule of extra activities (P.E., field trips, etc.) makes slacks more appropriate apparel.
  - c) All skirts or dresses must reach the top of the knee or lower.
  - d) Jeans may only be worn during this time on days in the year that are specified as Jeans Day. At no time will the wearing of tight-fitting pants be acceptable.
  - e) Sundresses are allowed if a jacket is worn with them.

### K. Student Aides

Student aides may be utilized by teachers and/or office personnel as appropriate and as their schedules permit. The following guidelines must be followed in the assignment and use of student aides:

1. Staff may request specific student aides, but the administration is responsible for their specific placement,
2. No student may be assigned as an aide on a long-term basis without his/her parent's (guardian's) written approval,
3. A student must be in the 6<sup>th</sup> grade or above to be placed as an aide
4. The possible impact upon a student's academic performance and standing should be taken into account when considering him/her for assignment as a student aide,
5. Serious consideration should be given to the possibility of the student's taking another class before consideration is given to placing the student as an aide on a regular basis,
6. At no time will a student be placed as a regular aide for a staff member of the opposite sex,
7. Student aides shall only be assigned responsibilities of a supportive nature such as copying, maintaining bulletin boards, delivering interoffice mail, etc. and shall not be given any access to other students' records, grades, test materials, or other materials of a confidential and/or sensitive nature, and
8. Student aides shall not be given any supervisory responsibilities over any other students.

## Section 7 - Program, Academic, and Extracurricular

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### 7.1 ACADEMIC POLICIES AND PROCEDURES

#### A. General Policy

The objectives of Christian Fellowship School center on providing a high standard of education for children. The environment is Christian, and Bible study is considered an integral part of the educational process. Christian Fellowship School will provide the highest quality education in the basic subjects as well as other areas such as music, business, etc.

All academic policies and procedures must maintain standards which reflect and help maintain a high standard of excellence for the overall school program.

#### B. Application Procedures

This school admits students of any race, color, and national or ethnic origin, and extends all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school administered programs. The admissions program is administered by the Admissions Committee.

#### C. Admission Restrictions

Students determined to be in one or more of the following categories are not normally considered as candidates for admission to Christian Fellowship School (except and unless the Admissions Committee reserves the right to waive one or more these restrictions (See Section 1.2, I, Admissions Committee) if deemed to be in the best interest of the school and/or the respective student):

1. Student in grade 6-12 who does not want to attend;
2. Student in grade 6-12 who is not born-again and/or does not evidence an active Christian commitment;
3. Student does not attend his/her home church at least once per week on a regular basis;
4. Student entering kindergarten who is not five years old by October 1 of that school year;
5. Student who is over eighteen years of age;
6. Student who has been previously arrested;
7. Student who has previously used drugs, consumed alcoholic beverages, and/or uses any form of tobacco products;
8. Student who has been expelled from any other educational institution or evidences severe disciplinary or behavioral problems;
9. Student who has a learning disability to the extent that CFS cannot meet his/her needs as determined by the administration;
10. Student who is or has been married;
11. Student who has previously run away from home; and/or
12. Student who is or has been pregnant or otherwise evidences promiscuous activity.
13. An application for admission may also be rejected if there are other factors which the administrative staff considers would be detrimental to the student body or the school as a whole.

#### D. Standardized Testing

All students are required to take a standardized achievement test each spring, usually in late March or early April, to aid in assessing their progress.

#### E. Transfer of Credits

As a general rule, Christian Fellowship School will accept transfer credits from other educational institutions. The administration may refuse to accept the transfer of any credits if, in its opinion, the acceptance of such credits would be detrimental to either the student or the school.

## Section 7 - Program, Academic, and Extracurricular

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### F. Grading Scale

Students at Christian Fellowship School earn grades based upon the following scale (numbers represent percentages):

94-100	A	4.00
93- 86	B	3.00
85- 75	C	2.00
74- 66	D	1.00
65 or below	F	
Incomplete	I	

### G. High School Level

Grade level for high school, grades 9-12, is determined by the number credits earned as follows:

0 - 5 credits	Freshman (9th grade)
6 - 11 credits	Sophomore (10th grade)
12 - 17 credits	Junior (11th grade)
18 and up credits	Senior (12th grade)

### H. Bible Class

A student must take a Bible class every year for the entire length of his enrollment at Christian Fellowship School. Bible class must be taken even after the student has earned enough Bible credits to fulfill graduation requirements.

### I. Mandatory Health and PE Class Segregation

All physical education and health classes in middle school and higher shall be segregated by gender.

### J. Graduation Requirements

A student must have at least 24 credits as required by the state of Kentucky to graduate. Christian Fellowship offers two diplomas; The Standard Diploma and the Honors Diploma. These diplomas meet and exceed state requirements.

#### 1. Pre-College Requirements

For unconditional admission to a Kentucky public university four-year program, a student must take:

English	4 credits
Math (Alg. I and II, Geo.)	3 credits
Science	3 credits
Social Studies	3 credits
Heath/PE	1 credit
Arts and Humanities	1 credit
Foreign Language	2 credits
Electives	7 credits

#### 2. Standard Diploma

English	4 credits must be English I, II, III, and IV.
Math	3 credits including Algebra I, Geometry, and one elective
Social Science	3 credits must incorporate U.S. History, Economics, Government, World Geography
Science	3 credits including life science, physical science, and earth and space science



## Section 7 - Program, Academic, and Extracurricular

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Bible	2 credits, note: A Bible course must be taken each year you attend CFS
Health/PE	1 credit normally taken in the freshman year. Health ½ credit; PE ½ credit
Arts and Humanities 645	1 credit History and appreciation of visual/performing arts or another art course incorporating such content.
Electives	7 credits two are strongly recommended to be in one foreign language, meeting pre-college requirements.

Total: 17 credits plus 7 electives (24 credits)

An integrated, applied, interdisciplinary or higher level course may be substituted for a required course if the alternative course provides rigorous content and addresses the same applicable components of 703 KAR 4:060. If a substitution is made, a rationale and course description shall be filed with the Department of Education.

A student cannot receive a diploma if he/she has any outstanding accounts (tuition, library, sports, etc.) owed to the school.

### 3. Honors' Diploma

To earn the Honors Diploma, students must meet state pre-College requirements below and take four advanced placement (AP) / advanced classes (Social Studies, Math, Science, and English) with at least a "C" or better in each of these.

### 4. Graduating with Distinction

Graduating students may be recognized as "graduating with distinction." "Graduating with distinction" requires the following:

- Maintain a 3.5 GPA
- Have no discipline record requiring suspension
- Have no grade below a "C" in any subject
- The GPA is calculated on a 4.0 scale. However, as an incentive to encourage students to take the most rigorous class offerings, up to 6 advanced courses will be weighted on a higher scale, with an "A" counting as 5 points.
- Only the AP/Advanced courses will be weighted. The first six AP / advanced courses will be weighted. Students may take more than six AP/Advanced courses but will NOT receive weighted scores for those additional classes. Students must make a "C" or above to receive the weighted grade.

### 5. Requirements for Valedictorian and Salutatorian

To be valedictorian or salutatorian, students must have attended CFS all of their Junior and Senior years. To be valedictorian or salutatorian, students must have at least credits as follows:

AP/Advanced Science	1 credit
AP/Advanced Math	1 credit
AP/Advanced Social Science	1 credit
AP/Advanced English	1 credit
Foreign Language	2 credits of the same language
Algebra II Honors	1 credit (Note: Honors classes will not be weighted beginning with the 2005-2006 school year.)
Geometry Honors	1 credit

### K. Early Graduation

Christian Fellowship School does not allow seniors to graduate early. All students are enrolled and required to attend classes for the entire year.

## Section 7 - Program, Academic, and Extracurricular

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### **L. Taking College Classes While Attending CFS**

Students who meet the specific eligibility requirements listed below may request permission to enroll in college courses during the school year. Requests will be considered on a case-by-case basis.

1. The student must be a senior who is enrolled in at least four classes at CFS.
2. The student must have a high school grade point average of at least 3.0.
3. The student must meet established college entrance requirements which include taking the ACT test prior to enrolling in a class.
4. Courses that will typically be considered for approval are core subjects in math, English, science, etc. As a general rule, the allowance to enroll in college courses will not be granted to attend a general elective course.
5. If an internet course is taken, the student's high school schedule will include this course and become part of the student's daily schedule. The work for the class will be completed in the computer lab during a scheduled time each day. In this case, the student will have at least five classes at CFS including the college internet course.
6. If a course is taken during the first semester, one must be taken in the second semester. Under some circumstances, this may mean repeating the first semester course. Schedules will not be arranged or rearranged to accommodate any student's college course. College courses must be arranged around the CFS schedule.
7. If a course is taken, the student is responsible for providing the high school with an enrollment form from the college. This must be done before the college class begins.
8. If a course is taken, the student is responsible for providing the high school with a record of any grade received from the college.
9. The student may leave school only when daily responsibilities have been completed. The student will sign out and leave campus promptly after his/her last high school class. A student may remain on campus only if there is supervision approved by the principal. While on campus during school hours, the student must remain in compliance with all school policies and requirements (e.g., the dress code).
10. Students taking college courses must remain in school all day on chapel days. This will include four classes and chapel.

### **M. Part-Time Students**

Christian Fellowship School allows students to take courses not offered by CFS at another school. For a student to be permitted to take such a class, the class must be taken during the student's study hall at CFS and must not conflict with any of his other classes. All students at CFS must take at least six classes daily at CFS unless taking college classes as described in 'L' above, or, the student is a home-schooled, taking classes at CFS as described in 'N' below.

### **N. Home-Schooling Participation in CFS Programs**

It is the intention of the CFS School Board to, "cooperate in the home instruction of any child who meets the admission requirements of CFS and to the degree that the level of cooperation does not interfere with the responsibilities to the students enrolled in CFS regular programs." Furthermore, participation of students in such programs shall be limited to home-schooled students whose home instruction programs are in compliance with applicable state law and Department of Education regulations.

In order to maintain an efficient and orderly school program, the School Board requests the Administrator, to develop procedures, as appropriate, regarding the availability of CFS resources and services to home-schooled students who would otherwise be eligible to attend CFS. The procedures shall be in accordance with the following provisions:

## Section 7 - Program, Academic, and Extracurricular

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### 1. Information

At the request of the student's parent/guardian, the Administrator shall make available to home-schooled students information regarding access to CFS activities and attendance of CFS classes. This information must include the following:

- a) Requirements regarding initial health and developmental screening and immunization
- b) Criteria for participation of home-schooled students in curricular, co-curricular and extracurricular activities.

### 2. Permitted Participation

a) Participation in Regular Classes. Home-schooled students may enroll in specific day school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate, and all prerequisite course requirements are met. Elementary school students may take classes such as Spanish, art, computers, gym, music, or any other class outside of normal classroom instruction. In addition, the following shall also apply:

- 1) The student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the Administrator.
- 2) The student shall demonstrate prior satisfactory academic achievement and personal development consistent with CFS policy and procedures applicable to the admission of all students.
- 3) The student shall comply with behavioral, disciplinary, attendance, dress code, and other classroom rules applicable to all students. If a student fails to comply, CFS may withhold credit and/or terminate the student's participation.
- 4) Transportation must be provided by the parent/guardian or student.
- 5) The student shall complete all assignments and tests as required of all students in the same class.
- 6) Grades, credit(s) earned, attendance records, and other relevant material will be given to the Home School Parent/Guardian at the end of each grading period and term. CFS will maintain a transcript for only those classes a home-school student takes at CFS. Development and maintenance of the complete transcript remains the responsibility of the home-school parent.

b) Course Auditing. Home-schooled students may audit a course(s) provided the following conditions have been met:

- 1) The student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the Administrator.
- 2) The student shall comply with behavioral, disciplinary, attendance, dress code, and other classroom rules applicable to all students. If a student fails to comply, CFS may withhold credit terminate the student's participation.

### 3. Use of School Textbooks, Library Books and Supplies

Subject to availability, a student receiving home-school instruction may use school textbooks, if the number of particular copies is sufficient, and library books owned by CFS, subject to the following conditions:

- a) The use does not disrupt regular student, staff, or special program functions.
- b) The student's sign-out period for a library book is the same as that applicable to regularly enrolled students.
- c) The student may sign out a textbook for a period not to exceed one school year.
- d) The parent/guardian and student agree to reimburse CFS for lost, unreturned, or damaged library books and textbooks and for consumable supplies used.

## Section 7 - Program, Academic, and Extracurricular

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### 4. Use of School Facilities and Equipment

A student receiving home-school instruction may use school facilities and equipment on the same basis as regularly enrolled students if the following conditions are met:

- a) The use does not disrupt regular school activities.
- b) The use is approved by the school Principal in accordance with established school policy.
- c) The use does not create additional expense to CFS.
- d) The use is directly related to the student's academic program.
- e) The use of potentially hazardous areas, such as laboratories and gymnasiums, is supervised by a qualified employee of the school.
- f) The student receives all applicable safety training that a regular CFS student would receive.

### 5. Participation in Co-Curricular Activities

Students receiving home-school instruction may participate in co-curricular activities such as field trips, assemblies, and academically-related fairs provided:

- a) Prior written permission is obtained from both the parent/guardian and the Administrator.
- b) The student has agreed to meet established behavioral, disciplinary, attendance, dress and other rules applicable to all students.

### 6. Participation in Extracurricular Activities

Students receiving home-school instruction are eligible to try out for extracurricular activities provided the student applies in writing, if the following requirements are satisfied (See Also 7.2, C. Home School Participation in CFS Athletics):

- a) The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.
- b) The student complies with the same physical examination, immunization, insurance, age and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by the school. The school Administrator is authorized to collect from the student's parent/guardian actual samples of course work (e.g., homework, examinations, etc.) as he deems necessary in order to make the determination that the necessary academic standards have been met.
- c) The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
- d) The student abides by the same transportation policy as regularly enrolled students participating in the activity.
- e) The student is otherwise eligible to participate according to the rules established by organizations to which CFS belongs such as KHSAA, NACA, etc.

### 7. Tuition Payment

Tuition payments for home-schooled student participation in CFS school classes shall be paid on a semester basis, per class subject, and in advance, in accordance with the following schedule:

<u>Class Time Hours per Semester</u>	<u>Cost Per Hour</u>	<u>Total (Max)</u>
Elementary School Class		\$ 80
<u>Middle and High School Classes</u>		
Hours 1 to 5	\$20	\$ 100
Hours 6 to 10	\$10	\$ 50
Hours 11 to 90	\$ 2	<u>\$ 180</u>

## Section 7 - Program, Academic, and Extracurricular

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Costs of supplies and expended curricular materials shall be reimbursed by the home-school family as a separate cost from tuition.

### **O. Transcripts and Record Release**

A student's records/transcript will not be released to any party except his parents/guardian, other educational institutions, or other related special service organizations (Easter Seal center, Shedd Academy, etc.). Records will not be released unless permission for such release has been secured from either the student's parent/guardian or the student himself/herself if he/she is not longer a minor except for as provided by law such as another school. Christian Fellowship School will not release the records of any student until all outstanding school accounts (tuition, library, sports, etc.) have been paid in full or arrangements have been made with the administrator for their payment.

## **7.2 Athletics**

### **A. Purpose and Philosophy**

The athletic program at Christian Fellowship School is an outgrowth of the academic program. Therefore, its overall purpose is to supplement and enhance the school's objectives to develop a fully integrated person - one who is spiritually alive, intellectually alert, and physically disciplined. For Christian Fellowship School to be truly Christian, the principles of God's Word must permeate every area of the school. This is especially true of the athletic program because of the unique opportunity it affords to make a lasting impression upon young people while shaping their character for the Lord and because it is a program of high visibility. While recognizing that winning is an important goal and that competitive sports produces an atmosphere of great intensity, that goal cannot be allowed to become so overriding that Biblical principles are violated or that the control of the Holy Spirit is not evidenced by students, spectators, or staff. To achieve this delicate balance, we must train our students, athletes in particular, to think about sports from the Christian perspective rather than man's perspective. *"Let this mind be in you, which was also in Christ Jesus."* Philippians 2:5

### **B. Athletic Supervision / Coaching Policy**

#### **1. Purpose**

The school recognizes the importance of establishing guidelines to help ensure that athletes are properly supervised at all times to encourage proper student conduct, safeguard student safety, and both quickly and efficiently manage any accidents or injuries. In addition, effective supervision guidelines help provide a measure of protection to athletic coaches against unwarranted allegations of any misconduct.

#### **2. Multiple Supervision Requirement**

The coach/sponsor of each athletic team is responsible to have at least one other responsible adult present when he/she is with the team for an extended period of time. This includes such times as practices, travel to and from games, and when they meet together in the locker room before, during, and after games. The responsible adult may include parent or guardian, grandparent, assistant coach, or other school staff member. If no other responsible adult is present along with the coach at any practice session, the practice must be cancelled or rescheduled.

#### **3. Athlete Supervision – During and After Practice**

Athletes should not be in any area of the buildings other than their practice area. This includes classrooms, kitchen, or other buildings unless a coach or an approved adult substitute is present. All articles left in the gym or bathroom will be taken to the lost and found. Valuables left will be taken to the principal's office.

Athletes should be out of the building twenty (20) minutes after practice is over, with the coach exiting last. Athletes should make sure their rides will pick them up, or have written parental

## Section 7 - Program, Academic, and Extracurricular

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permission giving them a place to go (another athlete's house, etc.) if their rides do not show up on time. For the athletes' safety, they are not to remain at school after the coach leaves.

### **C. Participation in CFS Athletics by Home-Schooled Students**

Children from home schools will be allowed to participate in Christian Fellowship School athletics if they meet the following conditions:

1. The team on which the home-school student will play is not a varsity team,
2. The home-school student would meet and maintain the standards (academic, spiritual, behavioral, etc.) all CFS students are required to maintain for enrollment at CFS,
3. The home-school student and his/her parents/guardians would sign a code of conduct form and/or other forms deemed necessary for his/her participation in the sport,
4. The parents/guardians of the home-school student would sign an acknowledgement that his/her child would not be covered by school-provided student insurance and would provide documentation attesting to the fact that the child is covered under a major medical insurance policy,
5. The home-school student would pay all required fees and costs associated with his/her participation in the CFS sport as determined by the Athletic Director and/or respective coach,
6. The home-school student would have to meet the same academic eligibility requirements for athletic participation as CFS students. The parent/guardian of the home school student would submit the student's grade average in each class to the Athletic Director on each Monday morning in which the student participated in the sport to verify his/her academic eligibility to participate, and
7. The home-school student and/or his/her parents/guardians would agree to any other stipulations as required by the Athletic Director, Coach, and/or School Administration for his/her participation in the sport.

### **7.3 Student Clubs / Organizations**

Christian Fellowship School seeks to provide those opportunities for ministry where students and staff can utilize those talents and gifts that God has given so that in everything done, God receives the glory. All clubs/organizations at CFS must be supportive of the philosophy and objectives of the school.

## Section 8 - Curriculum / Textbooks

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### 8.1 TEXTBOOK AND CURRICULUM SELECTION

#### A. General Policy

1. The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. Without proper materials with which to work and materials that complement the philosophy, even the best of philosophies is of little value.
2. All curricula and textbooks must closely follow the school's educational philosophy, enhance the school's educational objectives and not conflict with the school's Statement of Faith. New curricula and textbooks will be evaluated by the administration in part to see how closely they follow these principles.

#### B. Textbook and Curriculum Review

All textbooks and curriculum are informally reviewed on a continual basis. However, all textbooks and curriculum will be formally reviewed by the administration and staff at least once every five (5) years.

The criteria used to review textbooks and curriculum shall include, but not be limited to the following:

1. Support of and in harmony with the school's Statement of Faith, Philosophy, and Educational Objectives
2. Scope and sequence (to help insure continuity, attempts should be made to make uniform adoption of texts throughout the grades)
3. Instructor involvement and availability of correlated supplemental resources
4. Clarity and style of layout
5. Sufficient drill and practice
6. Sufficient review and reinforcement
7. Instructional approach - rote memory, conceptual, critical thinking and reasoning, application

#### C. Textbook and Curriculum Adoption

The administrative staff, after receiving input from curriculum review committees, other staff, parents, etc., shall make the final decision regarding the adoption or rejection of any textbook and/or curriculum.

#### D. Curriculum / Reading Materials Policy

Christian Fellowship School recognizes the importance of quality curriculum and reading material to academic excellence in an educational program, especially in the area of Language Arts. Various criteria are often used in the evaluation and selection of books and other printed material used within a school's educational framework to advance students' intellectual development. In the context of a Christian school, it is vitally important that the selection criteria include provisions to ensure that materials selected will complement the mission and philosophy of the school and that their use will not promote outcomes that are inconsistent with Biblical principle and Godly character. Christian Fellowship School will use for the selection of all material used in its educational program, whether printed, video, audio, personal narrative, or any other media, criteria which evaluates the material on the basis of the following:

- Consistency with Biblical precept and principle
- Godly character development
- Age-appropriateness
- Fulfillment of sound educational objectives
- Social/cultural value of the material
- Other criteria as appropriate

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### 9.1 STUDENT DISCIPLINE

#### A. Philosophy of Discipline

Christian Fellowship School is dedicated to the training of students in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order", and that our students should be taught to accept responsibility, to "walk honorably before all men." Discipline and learning go hand-in-hand to build character. The real goal, therefore, in discipline is self-discipline, moving oneself to predetermined goals. The policies and procedures of CFS are designed to help students and faculty work with each other in a controlled and pleasant atmosphere. Staff members are responsible to maintain control in their classrooms and to enforce rules and policies whenever they encounter students anywhere on the campus.

Discipline is not what we do to a student, but what we do for him/her. It is a positive word, coming from the same root word as "disciple". Concerned with training and nurturing, it is the firm foundation for the teaching process, providing a means to instruct students in righteousness and to change a student's wrong behavior into right behavior. Discipline is a part of almost all we do in relation to the student. With the young child, discipline is generally external - the direction and control of parents and teachers. As the child matures, our goal is to encourage and train for more and more self-control in the life of the child necessitating less and less external control from parents and teachers.

The process of disciplining is a positive challenge and responsibility. There will always be a negative part of discipline - punishment. However, we cannot let the need for punishment overshadow the positive side of discipline - the nurturing of children, the disciplining of students. We must never be satisfied with merely stopping wrong behavior; we must desire to teach the student to do what is right. The Word of God tells us that punishment is used to develop right living. We must find and maintain a balance between a positive discipleship and effective punishment.

#### B. Correction: Steps in the Process

The following are the steps that Christian Fellowship School follows in the correction process. These are listed in order of increasing degrees of correction, and staff should utilize these steps as they apply the discipline procedure provided for by policy.

1. **WARN:** before a problem gets started.
2. **REPROOF:** verbal means of correction.
3. **PUNISHMENT:** the penalty for irresponsibility and disobedience.
4. **CORPORAL CORRECTION:** the Biblical method of curtailing rebellion.

Spankings will be given only by the principal or teacher and with another staff member present as witness. In no case will a male staff member spank a female student. Spankings should be reserved mainly for open, defiant rebellion against authority demonstrated by either hostile speech, cold silence, or defiant bodily movements. Not all rebellious behavior stems from a defiant attitude. Some of it may result from frustration, disappointment, or rejection. We must try to recognize this and treat it differently. Children should never be spanked for irresponsible behavior. However, when a conflict of the wills is at stake, a victory by the one in authority is of ultimate importance.

A student should be spanked when either of the following three things occur:

- a) When he/she defiantly resists authority;
  - b) When he/she intentionally hurts another person; and/or
  - c) When he/she maliciously destroys property.
5. **PROBATION:** A student who is having behavior problems may be placed on probation for a specified length of time by the administration.



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6. **SUSPENSION:** The last chance a student has to correct a problem is when he receives a suspension.
7. **EXPULSION:** the last resort.

### C. Corporal Correction

When, in the opinion of the teacher or principal, corporal punishment is the best way to constructively influence a students' behavior, the school reserves the right to give such punishment. If corporal punishment is necessary, it will always be administered with a witness present. A Corporal Correction form will be filled out stating the child's name, the date, the infraction, the punishment, the name of the person issuing the punishment, and the name of the witness of the corporal punishment. The form shall be sent home by the student for the parent to sign and send back to school to be placed in the student's file.

At no time will any male staff member administer corporal punishment of females. Should the need arise, a female member of the staff will administer it.

### D. Disciplinary Probation

If a student, while enrolled, commits an offense of a serious enough nature that the administrative staff deems it necessary, the student may be placed on disciplinary probation.

Disciplinary probation shall be for a specified period of time and may include additional restrictions/requirements on the student as deemed necessary. Disciplinary probation will always be preceded by a conference with the parents. Disciplinary probation may be appealed to the School Board if the appeal is made in writing to the School Board Chairman within five (5) working days of the action.

### E. Disciplinary Suspension

If a student, while enrolled, commits an offense of a serious enough nature that the administrative staff deems it necessary, the student may be suspended. Disciplinary suspension shall be for a specified period of time and may include additional restrictions/requirements on the students as deemed necessary. A student will receive a numerical grade of "0" for all class work due, including tests, while suspended. Disciplinary suspension will always be preceded by a conference with the parents. Disciplinary probation may be appealed to the School Board if the appeal is made in writing to the School Board Chairman within five (5) working days of the action.

### F. Disciplinary Expulsion

If a student, while enrolled, commits an offense of a serious enough nature that the administrative staff deems it necessary, the student may be expelled. Dismissal will always be preceded by a conference with the parents and appropriate documentation will be placed in the student's file. Dismissal may be appealed to the School Board if the appeal is made in writing to the School Board Chairman within five (5) working days of the action.

### G. Reinstatement

After dismissal from Christian Fellowship School, a student may not reapply until at least 18 weeks has passed. Any reapplication will be duly considered by the Admissions Committee including a thorough investigation and assessment of the student's recent history, progress, and current state.

### H. Addressing and Documenting Student-Related Issues of Concern

Parents and/or staff who have issues of concern related to their child/student should follow the Matthew 18 principle of approaching the staff member or parent individually with whom they have the concern. The purpose of addressing the concern is two-fold: (1) that the concern can be adequately addressed and, (2) that the offended party can continue to give a good report about the person causing the offense.

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The administrator shall inform in writing all parties involved of its resolution when the issue is resolved. All documentation related to the incident will be kept on file to provide a written archive of the issue and to provide a guide to help establish patterns, trends, etc.

### I. Appeals

A parent who, after pursuing other avenues per policy, desires to appeal a disciplinary action, may appeal the decision to the School Board. The request for appeal must be in writing and be given to the School Board Chairman within five (5) working days of the date of the action. The School Board shall hear the appeal from the parent, interview all parties they deem have information pertinent to the situation, conduct any other necessary investigation, and render a decision within ten (10) working days of the date of appeal. The decision of the School Board shall be considered final and shall be in writing with copies given to the parent, principal, and staff member initiating the action.

## 9.2 STUDENT RIGHTS AND RESPONSIBILITIES

### A. General Policy

It is not the desire of Christian Fellowship School to infringe upon the rights of its students; however, all students are required to follow the policies and regulations of the school as set forth by the school administration and staff. Any student unwilling to abide by the standards thus set forth shall be required to withdraw.

### B. Non-Discrimination

Christian Fellowship School admits students of any race, color, and national or ethnic origin, and extends all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other school administered programs.

### C. Attendance Policies

#### 1. Rationale

The laws of the state of Kentucky require regular attendance of all pupils enrolled in school. The Christian Fellowship School Board believes that regular attendance in class, participation in class activities, and interaction between student and teacher are vital and integral parts of the learning process. These policies exist for the following reasons:

- a) The classroom experience is a critical part of education. While make-up work can be done, it does not equal lectures, discussions, and classroom activities. The best education is obtained by regular class attendance.
- b) Christian Fellowship School is charged with the task of teaching Christian life skills for our students. Businesses report one of their primary problems with employees is a poor attendance pattern. At CFS, we want our students to learn that being effective in school or work requires regular attendance.

#### 2. Requirement

The Christian Fellowship School attendance policy requires that students attend 92% of the days in a semester for a student to receive credit in a class. This allows a student to miss seven (7) days in each semester without any administrative action. Additionally, a student with excellent attendance may be exempt from final exams.

#### 3. Rules and Other Considerations

- a) A parent or legal guardian must notify the school on the day of any absence. If the school does not receive this notification either by phone call, or office visit on the day of the absence, or by written notice the first day back to class, then the absence is unexcused.

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- b) On return to school, the student must pick up a 'Returning from Absence Form'. This form is available from each teacher. Each teacher from whose class the student was absent must sign the form. The last teacher of the day will collect the forms and return them to the office. The form will include the total number of days a student has missed.
- c) Any work missed by the student must be made up in a timely manner. If a student misses more than seven days in any class during a semester, he/she will lose credit for that class automatically and must appeal to regain credit.
- d) On the eighth absence and any beyond eight, the student must bring an excuse from a doctor for that absence and each subsequent absence. Without the doctor's excuse on the eighth absence and for each subsequent absence, the student will not be allowed to make up any work done in class during the student's eighth absence and each subsequent absence.
- e) With the doctor's excuse each time, the student will be allowed to make up the work. Remember: this is necessary beginning with the eighth absence of each semester and also for any unexcused absences. The admissions committee will serve as the appeals committee to hear any appeal and to grant or deny credit for absences exceeding seven days.
- f) The attendance listed on report cards and progress reports is the official attendance for the school day. This is used for such things as determining perfect attendance, average daily attendance for our student body as a whole, etc.
- g) For those purposes, a student is considered present if he/she attends for half the day. On the other hand, the attendance policy for granting credit is determined on a class-by-class basis. Therefore, a student could have perfect attendance shown on the report card, but lose credit in a class if he/she checks out and misses an individual period more than seven times.
- h) Students must not be absent more than ten minutes of the class period to be counted present for that class period. Less than ten minutes is a tardy; more than ten minutes is an absence.
- i) When teachers report grades at the end of the semester, all students who miss more than seven days and have averages of 66 or above are given a grade of NC (No Credit). This is done automatically.
- j) If the student appeals and the appeals committee grants credit, the NC is replaced by the grade the student earned in the class. If a student does not appeal, he/she will receive NC (No Credit) for each class in which his/her absences exceeded seven days.
- k) Students who go on field trips or engage in other school-related activities are counted present in their classes. Students who wish to visit colleges, or other postsecondary institutions will be counted present in classes if they follow the proper procedure:
  - 1) Make an appointment with a postsecondary institution.
  - 2) Obtain a "College Visit Permission Form" from the office and return it at least one calendar week before the visit. A parent and all of the student's teachers must sign the form before it is returned to the office.
  - 3) When the student returns the permission form to the office, he/she is given a "College Visit Verification Form." The student must have a college official complete that form before leaving the postsecondary school's campus. Upon return to school, the student must have each of his/her teachers sign the verification form. He/She then returns the form to the office.
  - 4) When the student is absent from class, the teachers record that as an absent which will count against the seven allowed days for absences. The student's absence is also entered into the school's attendance records.
  - 5) When the student returns the verification form, the absences are removed by the teachers and from the school's attendance records.

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- 6) Junior and Senior students may take two college visit days each year. If a student wishes to make more than two days for visits, he/she must obtain permission from the principal.

### 4. What Parents and Students Should do During Each Semester

- a) Parents and students should remain aware of the attendance policy and the appeals procedures throughout the semester.
- b) Students should attend all classes for the semester if at all possible.
- c) Parents and students should keep a file at home to hold doctor's excuses, court summons, funeral notices, etc. These documents will be needed if an appeal is necessary.
- d) If students come into a class late for any reason, they should verify that the teacher has counted them present. Teachers generally will not stop teaching to make the correction when the student enters. By the end of the class, the teacher may forget to remove the absence. It is the students' responsibility to be sure the teacher removes the absence.
- e) Doctor, dental, music, and other appointments should be made after school hours if at all possible. If the student should have more than seven absences in any class, he/she should follow the appeals procedure precisely.

### 5. Appeals Procedure

Students who miss more than seven days in a class may file an appeal to have credit restored. Students and parents must follow the appeals procedure precisely. The procedure is as follows:

- a) Appeals forms (Appeal of No Credit Form) will be available to students approximately two weeks before the end of each semester. The forms are available in the office. The teachers will remind students of the appeals procedures. It is the student's responsibility to listen to announcements for this information.
- b) After students obtain an appeals form, they must take them home. The parent and student should complete the form. On the form, parents and students will explain the reasons for excessive absences. Documents such as doctors' excuses, court summonses, funeral notices, etc. must be attached to the form. These must be original documents. Faxes and copies will not be accepted.
- c) Students will return the forms on a specified day. He/she must submit the form to each teacher as he/she goes from class to class on that specified day. The teachers will sign the appeals forms and make comments. The student's last period teacher will collect the form. If the student is absent on that day, he/she must submit the forms on the first day he/she returns to school.
- d) The Admission Committee will review the forms. The committee may restore credit based on the content of the appeals form. If the committee does not restore credit, the Principal will communicate with the student and parents and discuss the option of a final appeal to the School Board.

### 6. Exam Exemptions

As an incentive for students to attend school regularly, students with excellent attendance may exempt out of final exams. Students who are exempt, do not have to come to school for the portion of the day those final exams are given. Students who exempt all exams, will earn additional holidays at the end of each semester. The exam exemption rules are as follows:

- a) Students with an 85 average and no days absent may exempt.
- b) Students with a 90 average and no more than one absence in a class may exempt.
- c) Students with a 95 average and no more than two absences in a class may exempt.
- d) Students must not miss more than ten minutes out of a class period to be counted present for that class period.
- e) Any student who has four or more tardies to a class will lose the exam exemption.

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- f) Any student who has a dress code violation, in-school suspension, out-of-school suspension, bus suspension, or other discipline problems will lose exemption.
- g) School sanctioned field trips, functions, and/or competitions do not count against the absence totals for exemption status.

### D. Tardy Policies

There are three primary reasons why being late for class is not inconsequential to a student's educational experience:

- Integrity – A part of a student's character development is truthfulness and honesty – a heartfelt belief that he should always strive to keep his word. Students who attend Christian Fellowship School have, in essence, given their word that they will arrive on time. If they consistently do not do so, they go back on their word. To require students to be on time helps build within them the habit of keeping their word when they make other appointments.
- Stewardship – The Scriptures enjoin us to *"redeem the time"* (Ephesians 5:16). Students need to learn that God expects us, as good stewards, to use our time wisely and appropriately. A tardy policy helps students learn that time is a precious commodity and how to wisely appropriate it.
- Responsibility – Development of self-responsibility is important to the development of a student's character. Requiring a student to be on time helps him develop self-responsibility in the area of time management. It also helps him develop a habit that is required of leaders and good employees in the marketplace.

#### 1. Elementary Tardy Policy

Any student who arrives in his/her classroom after the class beginning bell rings will be tardy unless such tardy results from an early morning doctor, dentist, or other unavoidable appointment. Students will be held accountable to arrive at the appropriate time. Consequences are assigned for tardiness as follows:

- a) After the third time during a grading period, a note is sent home to the parents.
- b) After the sixth time during a grading period, the principal has a conference with the parents, either by phone or in person.
- c) Additional consequences (detention, writing assignments, etc.) will be assigned following the sixth tardy during any one grading period.
- d) Continued tardiness after that time may result in reporting the child as truant to the appropriate truant officer.

#### 2. Middle School and High School Tardy Policy

Any student who arrives in his/her homeroom after the class beginning bell rings will be tardy unless such tardy results from an early morning doctor, dentist, or other unavoidable appointment. Students will be held accountable to arrive at the appropriate time. Consequences are assigned for tardiness as follows:

- a) After the third time during a grading period, the student is referred to the principal.
- b) After the sixth time during a grading period, the principal has a conference with the parents, either by phone or in person.
- c) Additional consequences (detention, writing assignments, etc.) will be assigned following the sixth tardy during any one grading period.
- d) Continued tardiness after that time may result in reporting the child as truant to the appropriate truant officer.

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### E. Dress Policies

#### 1. Philosophy of Dress

Christian Fellowship School acknowledges its responsibility to do its part in fulfilling the biblical injunction to *“train up a child in the way he should go”* (Proverbs 22:6). From the Biblical requirement, and from experience, it is obvious that a child needs training and direction as he/she is nurtured into adulthood. A part of this training necessarily involves guidance in proper dress and attire and the student’s presenting himself or herself in such a way as to reflect Christ.

Since the Christian’s first responsibility is obedience to the Word of God, and it is unrealistic to expect societal norms to reflect a Christian ethic, a dress code is warranted to help train students in that area of their lives. Additionally, a dress code is needed because there is growing evidence that a good dress code reflects positively upon students’ grades within a school. Finally, an effective dress code, in part, helps Christian Fellowship School maintain an effective witness to the community since one way the community judges the school is by the appearance of its students and faculty.

Therefore, proper grooming must be taught with other rules of manner and morals. Submission to the dress code is required for attendance at Christian Fellowship School. The dress code at Christian Fellowship School is in accordance with Biblical injunctions on modesty. It will be enforced firmly and in love. Christian Fellowship School has adopted a standardized dress code consistent with Biblical injunctions on modesty and for the purposes listed as follows:

- a) To create a positive disciplined environment in the school,
- b) To enable teachers to concentrate on instruction rather than on dress code enforcement,
- c) To assist students in concentrating on academic achievement rather than on clothing competition,
- d) To eliminate offensive fashions,
- e) To help reduce peer pressure,
- f) To help parents and students with financial pressures,
- g) To create a positive image in the community, and
- h) To help students learn to dress for success.

#### 2. Dress Code for K4-5<sup>th</sup> Grade

##### a) Shirts

- 1) Long or short sleeves, any color
- 2) Long or short sleeves, polo style, knit, any color
- 3) Shirts must have collars and buttons (the top button only may be left unbuttoned).
- 4) Boys shirts must be long enough to be tucked in at all times
- 5) Girls shirts must be long enough that no midriff is showing at any time
- 6) Unacceptable:
  - T-shirts (worn alone) or worn with writing that shows through the outer shirt
  - Shirts with zippers
  - Writing on the clothing other than small brand labels

##### b) Pants

- 1) Navy, Black, Brown, Tan, Khaki, (Cargo or Dockers style; flat or pleated front)
- 2) All pants must be worn at the natural waistline (within one inch of the navel)
- 3) Belts must be worn if loops are available (belts that tie are not acceptable)
- 4) Unacceptable:
  - Jeans of any style or color (except on specified days)
  - Spandex (bicycle), sweatpants, or windpants (windpants may be worn on P.E. days)
  - Pants that are not a solid color

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- Tight-fitting pants
  - Over-sized or baggy pants
  - Frayed, worn, or pants designed with patches
  - Pants longer than the heel of the shoe
  - Pants with chains
- c) Shorts/Skorts or Capris
- 1) Navy, Black, Brown, Tan, Khaki walking shorts
  - 2) Navy, Black, Brown, Tan, Khaki skorts or capris
  - 3) Hem length should be no shorter than one inch off the ground when kneeling.
  - 4) Unacceptable:
    - Skorts or capris that are not a solid color
    - Tight-fitting shorts, skorts, or capris
    - Wearing no belt with shorts, skorts, or capris having belt loops
    - Cargo shorts, skorts, or capris or shorts, skorts, or capris with hammer loops
- d) Skirts/Jumpers
- 1) Navy, Black, Brown, Tan, Khaki
  - 2) Hem length should be no shorter than one inch off the ground when kneeling.
  - 3) Unacceptable:
    - Tight-fitting skirts or jumpers
    - Skirts or jumpers that are not a solid color
- e) Sweaters/Sweatshirts
- 1) Crew, V-neck, cardigans, or vests
  - 2) Cardigan sweaters are: Sweaters that are a sweater (must be of knitted material) that opens the full length of the center front; they may be fastened by buttons, by zipper or by a tie/belt.
  - 3) Cardigans with hoods will be allowed. The students may not however wear the hoods on their heads while in the school building or while school is in session. Pullover sweaters if they have a hood are not allowed.
  - 4) Turtleneck sweaters may be worn without a collared shirt
  - 5) CFS sweatshirts or CFS hoodies
  - 6) All sweaters, sweatshirts are to be worn with a collared shirt
  - 7) Unacceptable:
    - Non-CFS hoodies
    - Sweaters/sweatshirts with writing (such as team logos or other messages)
- f) Turtleneck shirts
- 1) May be worn under a sweater or collared shirt
  - 2) May not be worn as outerwear
- g) Sport Coats/Blazers
- 1) May be worn over an approved shirt
  - 2) Unacceptable
    - Denim jackets worn indoors
    - Short (half) jackets worn indoors
- h) Caps/Hats
- No head apparel may be worn inside the school facilities

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i) Outerwear

Jackets and coats may be worn to your discretion, but are not allowed to be worn in the classroom.

If parents or students have questions about the suitability of any clothing or style, please ask for assistance. The administration reserves the right to determine the appropriateness of clothing in questionable situations.

**3. Dress Code for Grades 6 – 12**

a) Shirts

- 1) Long or short sleeves, any color
- 2) Long or short sleeves, polo style, knit, any color
- 3) Shirts must have collars and buttons (the top button only may be left unbuttoned).
- 4) Boys shirts must be tucked in at all times
- 5) Girls shirts must be long enough that no midriff is showing at any time
- 6) Unacceptable:
  - T-shirts (worn alone) or worn with writing that shows through the outer shirt
  - Shirts with zippers
  - Writing on the clothing other than small brand labels
  - Untucked shirts on boys
  - Shirts on girls so short that the midriff shows when she bends over or raises her arm
  - Shirts that cling to the body or otherwise emphasize physical features
  - Shirts considered to long must be tucked in

b) Pants

- 1) Navy, Black, Brown, Tan, Khaki (Dockers style; flat or pleated front)
- 2) All pants are to be worn at the natural waistline (within one inch of the navel)
- 3) Boys must wear properly fitted belts (belts that tie are not acceptable)
- 4) No denim, jeans, spandex, wind pants, or sweatpants
- 5) Hem of pants should not touch the ground
- 6) Unacceptable:
  - Jeans of any style or color (except on specified days)
  - Cargo pants or other pants with hammer loops
  - Pants that are not a solid color
  - Tight-fitting pants
  - Over-sized or baggy pants
  - Frayed, worn, or pants designed with patches
  - Pants longer than the heel of the shoe
  - Pants worn with chains

c) Shorts/Skorts or Capris

- 1) Navy, Black, Brown, Tan, Khaki walking shorts, skorts or capris
- 2) Hem length should be no shorter than one inch off the ground when kneeling.
- 3) Unacceptable
  - Skorts or capris that are not a solid color
  - Tight-fitting shorts, skorts, or capris
  - Wearing no belt with shorts, skorts, or capris having belt loops
  - Cargo shorts, skorts, or capris or shorts, skorts, or capris with hammer loops



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### d) Skirts/Jumpers

- 1) Navy, Black, Brown, Tan, Khaki
- 2) Hem length should be no shorter than one inch off the ground when kneeling
- 3) Unacceptable:
  - Tight-fitting skirts or jumpers
  - Skirts or jumpers that are not a solid color

### e) Sweaters/Sweatshirts

- 1) Crew, V-neck, cardigans, or vests
- 2) Cardigan sweaters are: Sweaters that are a sweater (must be of knitted material) that opens the full length of the center front; they may be fastened by buttons, by zipper or by a tie/belt.
- 3) Cardigans with hoods will be allowed. The students may not however wear the hoods on their heads while in the school building or while school is in session. Pullover sweaters if they have a hood are not allowed.
- 4) Turtleneck sweaters may be worn without a collared shirt
- 5) CFS sweatshirts or CFS hoodies
- 6) All sweaters, sweatshirts are to be worn with a collared shirt
- 7) Unacceptable:
  - Non-CFS hoodies
  - Sweaters/sweatshirts with writing (such as team logos or other messages)

### f) Turtleneck shirts

- 1) May be worn under a sweater or collared shirt
- 2) May not be worn as outerwear

### g) Sport Coats/Blazers

- 1) May be worn over an approved shirt
- 2) Unacceptable
  - Denim jackets worn indoors
  - Short jackets worn indoors

### h) Caps/Hats

No head apparel may be worn inside the school facilities

### i) Outerwear

Jackets and coats may be worn to your discretion, but are not allowed to be worn in the classroom

If parents or students have questions about the suitability of any clothing or style, please ask for assistance. The administration reserves the right to determine the appropriateness of clothing in questionable situations.

#### 4. **Dress Code Violations**

Corrective measures will be taken with students who violate the dress code. Students who disregard the dress code will be given a warning citation for the first offense by the staff member observing the challenge. A second violation will result in a 45-minute detention assigned to the student. A third violation will result in a one-day, in-house suspension. Parents will be notified each time a citation is given. Any violations over the third will be handled by the administration and may result in expulsion of the student. The final decision on all questions relating to dress, hair, and conduct shall be made by the administration. If questions concerning personal grooming arise, the administration will be happy to assist the family.

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### F. Student Cell Phone Policy

Students may use cell phones before and after school and during their lunch time. Cell phones must be turned off at all other times during the school day. In time of crisis, emergency, or special situations, the administration may temporarily waive this policy.

### G. Criminal Actions of Students

Any student who is found to have been involved in any criminal or unlawful activity shall be required to withdraw from school. If such activity occurs at school or at a school-sponsored event, the administration should report the student to his parents and the proper authorities may be contacted.

### H. Threat of Violence

A threat of violence is any expression of intent to inflict harm, injury, or damage to persons or property. The expression may be either verbal or behavioral. A threat of violence projects an implied notion of a risk of violence and a high probability of harm or injury.

1. The violations addressed under this policy are as follows:
  - a) Harassment – Unwelcome activity or creation of a hostile environment through unwelcome words, actions, or physical contact not necessarily directly resulting in physical form.
  - b) Intimidation – The act of frightening or coercing by threat or implied threat.
  - c) Theft – The act of stealing.
  - d) Threat – A direct or indirect expression of intent to cause a) physical harm, or b) damage to equipment and/or property that might lead to or contribute to physical harm.
  - e) Vandalism – Damaging or defacing school property or the property of school personnel/students.
  - f) Violence - Aggression resulting in physical assault with or without the use of a weapon
2. Upon being made aware of a potential threat of violence, the school administrator/designee shall ensure the following steps occur:
  - a) Local Law Enforcement - If an imminent danger is perceived, local law enforcement authorities shall be contacted immediately (by dialing 911, if appropriate). Discerning no imminent danger, the administrator/designee shall make a courtesy call to local law enforcement authorities to provide pertinent information after the preliminary investigation (discussed below) is completed. The call should occur no later than the end of the day in which the potential threat was identified.
  - b) Preliminary Investigation - The administrator/designee shall conduct a preliminary investigation to obtain pertinent information and facts. A reasonable opportunity shall be provided for the student who is accused of the threatening behavior to present his/her observations regarding the incident(s).
  - c) Closure – If the administrator/designee judges that there is no credible evidence that a threat has occurred, a summary of the preliminary investigation shall be documented and filed in school records. A courtesy copy should be provided to the chairman of the School Board.
  - d) Crisis Suspension - If the administrator/designee judges that there is credible evidence that a threat may have occurred, the student shall be immediately placed on crisis suspension until a full investigation can be conducted. The decision for placing the student on crisis suspension shall be made prior to the next school day following the initial report of a potential threat. (NOTE: While on crisis suspension, a student is restricted from being on school property during school activities. Under a crisis suspension, a student will not receive a “0” in his course work as is the case with a standard school suspension. The student’s parent/guardian can obtain homework assignments to allow the student to remain current in his classes.)

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- e) Communication - The administrator/designee shall immediately communicate the decision to place the student on crisis suspension to the student's parent/guardian, the school administrator, and the chairman of the School Board.
- f) Full Investigation - The full investigation shall be led by the administrator/designee.
- g) All interviews shall be witnessed by at least two school representatives and shall be thoroughly documented. A parent/guardian shall be present during any student interview that occurs as part of the full investigation or, at a minimum, the parent/guardian shall provide his/her written consent for the interview to be conducted in his/her absence.
- h) If during the full investigation it is verified that the student did project/verbalize a threat of violence, an assessment shall be completed by a licensed professional mental health professional to determine if the student is a threat to students, teachers, or others.
- i) Upon completion of the full investigation, a final report shall be documented. The report shall be controlled as "Personal Confidential" information and shall be provided to the School Board Chairman. The final report shall include as attachments the written report from the licensed professional and the documented summaries of each interview.
- j) Final Decision - The final decision regarding the student's return to school will be made by the School Board.

### 9.3 STUDENT DEVELOPMENT SERVICES – PERSONAL AND SPIRITUAL COUNSELING

Christian guidance means leading Christian children in the way they should go. When questions of moral and spiritual values are being considered, it is the counselor's responsibility to point the right way, as he/she understands it from God's absolute standards.

Providing students with personal and spiritual counseling is the responsibility of all teachers. Teachers should be sensitive to the Holy Spirit for opportunities to minister to students on a personal or spiritual level. They should be easily and readily available for student counseling when approached by a student or as a teacher feels led by the Holy Spirit.

All private conversations with students should be kept confidential. No faculty member is to discuss any student, his/her problems, grades, and/or his/her personal/family life with any other student, parent, visitor, etc. Any such discussions with other faculty members will be only on a "need-to-know" basis. However, if facts are learned by the teacher (e.g., evidence of abuse, suicide possibility, pregnancy, etc.) that are of the nature that others need to know, he/she should report those privately to the principal.

If, when in a counseling situation, the teacher feels the problem is beyond his/her ability to resolve, he/she should refer the student to the principal, administrator, or senior pastor. Since the student may be timid about approaching them, the teacher may offer to approach them first.

At no time will a male teacher counsel privately and alone with a female student. If such counseling is needed, it should always be done with another adult present.